

**SOMERVILLE BOARD OF EDUCATION**

**51 West Cliff Street  
Somerville, NJ 08876**

**AGENDA**

**Thursday, January 3, 2019**

**District Conference Room**

**7:00 P.M.**

**Mission Statement**

Somerville Public Schools provide the highest quality education through an environment that promotes individual excellence to all students.

**I. CALL MEETING TO ORDER** 7:00 P.M. Bryan P. Boyce, Board Secretary acting as Chairman Pro Tempore

**II. FLAG SALUTE**

**III. ANNOUNCEMENT OF RESULTS OF ELECTION**

Results of the annual election held on November 6, 2018 certified by the Somerset County Clerk determined the following candidates were elected for three year terms:

Melissa Sadin	1,737
Dan Carlson	1,047
Daniel J. Puntillo, Jr.	1,006

**IV. OATH OF OFFICE – NEW MEMBERS**

**V. ROLL CALL OF MEMBERS**

**VI. PUBLIC NOTICE**

Adequate Notice of this meeting in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meetings Act," has been provided by action of the Board of Education at its Regular Meeting on November 21, 2017, notices to the Courier News and Star Ledger circulated in the school district and a posted notice to this effect on the Board of Education website and building bulletin board, Administrative Headquarters, 51 West Cliff Street, Somerville, New Jersey.

**VII\* ELECTION OF PRESIDENT**

**VIII\* ELECTION OF VICE PRESIDENT**

**IX. PUBLIC COMMENT**

**\* Branchburg Vote Eligible**

+ Subject to change as per the SEA contract negotiations

*At this time, comment is invited on any matter **related to agenda items**. When permitted, public participation shall be governed by the following rules under Bylaw 9322:*

1. *A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and any other group affiliation, if appropriate;*
2. *Each statement made by a participant shall be limited to three-minutes duration*
3. *No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;*
4. *All statements shall be directed to the presiding officer; no participant may address or question board members individually.*
5. *The presiding officer may:*
  - a. *Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;*
  - b. *Request any individual to leave the meeting when that person does not observe reasonable decorum;*
  - c. *Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;*
  - d. *Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and*
  - e. *Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.*

## **X. APPROVAL OF REORGANIZATION MEETING ACTION ITEMS**

### **1\*** Code of Ethics

**RESOLVED**, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Somerville Board of Education:

#### CODE OF ETHICS

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan,

### **\* Branchburg Vote Eligible**

+ Subject to change as per the SEA contract negotiations

- political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
  8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
  9. I will support and protect school personnel in proper performance of their duties.
  10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

**2\*** Open Public Meetings Act – Establish Meeting Dates, Time and Place

**RESOLVED** that the Somerville Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Somerville Board of Education Conference Room, 51 West Cliff Street, Somerville, New Jersey, at 7:00 p.m., as set forth below unless indicated otherwise:

**BE IT FURTHER RESOLVED** that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board’s attention by the Board Members, Board Attorney, Superintendent, and Business Administrator/Board Secretary

**BE IT FURTHER RESOLVED** that the Board of Education does hereby designate the Star Ledger and The Courier News as official newspapers to receive notices of meetings; and

**BE IT FURTHER RESOLVED** that notices of meetings of the Board of Education will be posted in the Somerville Board of Education Administration Office and posted on the District website.

**BE IT FURTHER RESOLVED** that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

**BE IT FURTHER RESOLVED** that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible, but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of

**\* Branchburg Vote Eligible**

+ Subject to change as per the SEA contract negotiations

those present to do so.

**BE IT FURTHER RESOLVED** that the Board of Education will meet on the following dates:

DATE	TIME	PLACE	TYPE
January 15, 2019	7:00 P.M.	District Office	Regular
February 5, 2019	7:00 P.M.	District Office	Workshop/Regular
February 19, 2019	7:00 P.M.	District Office	Regular
March 5, 2019	7:00 P.M.	District Office	Workshop/Regular
March 19, 2019	7:00 P.M.	District Office	Regular
April 9, 2019	7:00 P.M.	District Office	Workshop/Regular
April 30, 2019	7:00 P.M.	District Office	Regular
May 14, 2019	7:00 P.M.	District Office	Workshop/Regular
May 28, 2019	7:00 P.M.	District Office	Regular
June 11, 2019	7:00 P.M.	District Office	Regular
July 23, 2019	7:00 P.M.	District Office	Regular
August 20, 2019	7:00 P.M.	District Office	Regular
September 3, 2019	7:00 P.M.	District Office	Workshop/Regular
September 17, 2019	7:00 P.M.	District Office	Regular
October 8, 2019	7:00 P.M.	District Office	Regular

**\* Branchburg Vote Eligible**

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November 12, 2019	7:00 P.M.	District Office	Regular
December 10, 2019	7:00 P.M.	District Office	Workshop/Regular
January 7, 2020	7:00 P.M.	District Office	Reorganization/Workshop/Regular

**3\*** Adoption of Curriculum Guides, Textbooks and eTextbooks  
**RESOLVED** that the Board of Education does hereby adopt the current written Curriculum Guides, Textbooks and eTextbooks for Grades PreK-l2 until such time as revisions, additions and/or deletions are presented to the Board of Education for adoption.

**4\*** Adoption of ByLaws, Policies, Regulations and Job Descriptions  
**RESOLVED** that the Board of Education does hereby adopt and shall be governed in all actions and business to come before this Board by the written ByLaws, Policies, Regulations and Job Descriptions previously duly adopted.

**5\*** Appointment of the School Auditor  
**WHEREAS**, pursuant to *N.J.S.A. 18A:18A-5*, the awarding of contracts for the provision of professional services are exempt from the bidding requirements of the Public School Contract Law;

**WHEREAS**, the Somerville Board of Education (hereinafter referred to as the “Board”) has a need to retain the professional services of an Auditor to provide auditing services for the fiscal year ending June 30, 2019;

**WHEREAS**, the Board is desirous of appointing Nisivoccia LLP, to provide professional services to the Board; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board appoints Nisivoccia LLP as Auditor to provide auditing services for the period beginning January 1, 2019 through December 31, 2019 for a fee of \$30,000 in accordance with the terms and conditions set forth in the Engagement Letter, which is attached hereto and made a part hereof;

**BE IT FURTHER RESOLVED THAT** the Board awards said contract for such services to Nisivoccia LLP because: (1) the services proposed are most advantageous to the Board, price and other factors considered; and (2) the firm has demonstrated that it has the experience and resources necessary to perform the contract.

**BE IT FURTHER RESOLVED THAT** the Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby

**\* Branchburg Vote Eligible**

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directed to publish a notice of this Award in the official newspaper of the Board.  
(Attachment R-1)

**6\*** Appointment of Board Attorney

**WHEREAS**, pursuant to *N.J.S.A. 18A:18A-5*, the awarding of contracts for the provision of professional services are exempt from the bidding requirements of the Public School Contract Law;

**WHEREAS**, the Board is desirous of appointing the law firm of Schenck, Price, Smith & King, LLP, to provide professional services to the Board;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board appoints the law firm of Schenck, Price, Smith & King, LLP as Board Attorneys until the next organization meeting in accordance with the terms and conditions set forth in the Agreement, which is attached hereto and made a part hereof;

**BE IT FURTHER RESOLVED** that the hourly rates included in said Agreement are \$175 per hour for attorneys and \$125 per hour for paralegals and law clerks;

**BE IT FURTHER RESOLVED** that the Board awards said contract for such services to Schenck, Price, Smith & King, LLP because: (1) the services proposed are most advantageous to the Board, price and other factors considered; and (2) the firm has demonstrated that it has the experience and resources necessary to perform the contract.

**BE IT FURTHER RESOLVED**, that the Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.  
(Attachment R-2)

**7\*** Special Counsel

**WHEREAS**, pursuant to *N.J.S.A. 18A:18A-5*, the awarding of contracts for the provision of professional services are exempt from the bidding requirements of the Public School Contract Law;

**WHEREAS**, the Board is desirous of appointing the law firm of Fogarty & Hara, to provide professional services to the Board;

**NOW, THEREFORE, BE IT RESOLVED** that the Board appoints the law firm of Fogarty & Hara as Board Attorneys until the next organization meeting in accordance with the terms and conditions set forth in the Agreement, which is attached hereto and made a part hereof;

**BE IT FURTHER RESOLVED** that the hourly rates included in said Agreement are \$175 per hour for a partner and \$155 per hour for an associate;

**BE IT FURTHER RESOLVED** that the Board awards said contract for such services to

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Fogarty & Hara because: (1) the services proposed are most advantageous to the Board, price and other factors considered; and (2) the firm has demonstrated that it has the experience and resources necessary to perform the contract.

**BE IT FURTHER RESOLVED**, that the Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.  
(Attachment R-3)

**8. Bid Threshold and Appointment of Qualified Purchasing Agent**

**WHEREAS**, the recent changes to the Public Contracts Law gave board of educations the ability to increase their bid threshold up to \$40,000.00; and

**WHEREAS**, N.J.S.A. 18A:18A3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

**WHEREAS**, N.J.S.A. 5:345 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

**WHEREAS**, Mr. Bryan P. Boyce possess the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:345 et seq.; and

**WHEREAS**, the Somerville Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A3; now therefore, be it

**RESOLVED**, that the governing body of the Somerville Board of Education, in the County of Somerset, in the State of New Jersey hereby increases its bid threshold to \$40,000.00, and

**BE IT FURTHER RESOLVED**, that the Purchasing Agent is authorized to award contracts up to his bid threshold of \$40,000.00 and establish the quote threshold at \$6,000.00 as per the N.J.S.A. 18A:18A-2.

**RESOLVED**, that the governing body hereby appoints Mr. Bryan P. Boyce as the Qualified Purchasing Agent for the 2019 year at no additional remuneration to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

**9. A Member to Serve as Delegate to Somerset County Educational Services Commission**

**RESOLVED** that the Board of Education approve the appointment of Daniel Puntillo as the Representative to serve on the Somerset County Educational Services Commission's Representative Assembly for the 2019 year.

**\* Branchburg Vote Eligible**

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10. A Member to Serve as Delegate to the Somerset County Association of Boards of Education  
**RESOLVED** that the Board of Education approve the appointment of Denise Van Horn as the Representative to serve on the Somerset County Association of Boards of Education for the 2019 year.
11. A Member to Serve as Delegate to New Jersey School Boards Association  
**RESOLVED** that the Board of Education approve the appointment of Luc Sergile as the Representative to serve as Delegate to the New Jersey School Boards Association for the 2019 year.
12. Transfer Authority  
**RESOLVED** that the Board of Education as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent of Schools be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and
- FURTHER BE IT RESOLVED** that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of such meeting not less than monthly.
13. Designation of Official Depositories and Individuals Authorized to Sign Checks  
**RESOLVED** that the Board of Education approve the following additional Designation of Official Depositories and Individuals Authorized to Sign Checks:

<u>Bank</u>	<u>Account</u>	<u>Required Signatures</u>
<b>TD Bank</b>		
	Warrant Account	President/Board Secretary
	Capital Projects	President/Board Secretary
	Payroll Account	Board Secretary
	Payroll Agency Account	Board Secretary
	Unemployment Trust Fund	Board Secretary
	Summer Savings Fund	Board Secretary
	SHS Student Activities Fund	Principal/Board Secretary
	SMS Student Activities Fund	Principal/Board Secretary
	VDV Student Activities Fund	Principal/Board Secretary
	SHS Student Activities/Athletic Fund	Principal/Board Secretary
<b>NJ Cash Management Fund</b>		
	General Investment Fund	Board Secretary
	Capital Reserve Fund	Board Secretary
	Maintenance Reserve Fund	Board Secretary
	Tuition Adjustment Reserve Fund	Board Secretary

\* **Branchburg Vote Eligible**

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**XI. BOARD PRESIDENT APPOINTMENTS**

**A. Finance Committee:**

Chairperson \_\_\_\_\_  
Member(s) \_\_\_\_\_

**B. Buildings and Grounds Committee:**

Chairperson \_\_\_\_\_  
Member(s) \_\_\_\_\_

**C. Athletics and Student Activities Committee:**

Chairperson \_\_\_\_\_  
Member(s) \_\_\_\_\_

**D. Curriculum and Instruction Committee:**

Chairperson \_\_\_\_\_  
Member(s) \_\_\_\_\_

**E. Policy Committee:**

Chairperson \_\_\_\_\_  
Member(s) \_\_\_\_\_

**F. Technology Committee:**

Chairperson \_\_\_\_\_  
Member(s) \_\_\_\_\_

**G. Borough Council Liaison:**

Liaison \_\_\_\_\_

**XII. SUPERINTENDENT’S REPORT**

District Highlights  
\_\_\_\_\_ Dr. Timothy M. Teehan, Superintendent of Schools

**XIII. OLD BUSINESS**

**XIV. NEW BUSINESS**

**It is recommended that Item 1 through 2 be moved upon the recommendation of the Superintendent of Schools.**

**1. Harassment, Intimidation and Bullying Report**

**RESOLVED** that the Board of Education hereby acknowledges receipt of the monthly Harassment, Intimidation and Bullying unconfirmed report cases #2018-2019:6SMS-NC,

**\* Branchburg Vote Eligible**

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#2018-2019:7SMS-NC and #2018-2019:2VDV-NC.

2. Donation for Van Derveer School

**RESOLVED** that the Board of Education accept a donation from DocuXcel for the attached list of materials donated to Van Derveer School for the use of in the main office and for the instructional staff. (Attachment NB-1)

**It is recommended that Items 3\* through 5\* be moved upon the recommendation of the Superintendent of Schools.**

3\* Harassment, Intimidation and Bullying Report

**RESOLVED** that the Board of Education hereby acknowledges receipt of the monthly Harassment, Intimidation and Bullying unconfirmed report case #2018-2019:10SHS-NC.

4\* Field Trips

**RESOLVED** that the Board of Education approve the enclosed request for field trips. (Attachment NB-2)

5\* Travel Expenditure Resolution

**WHEREAS**, the Board of Education has determined that the school district travel expenditures for the attached programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the Federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes and in compliance with the district policy on travel; therefore, be it

**RESOLVED**, that the Board of Education hereby approves the attendance of the listed number of school board members and district employees at the attached training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount. (Attachment NB-3)

**XV. PERSONNEL**

PreK-8

**RESOLVED** that the Board of Education approve and/or accept the following appointment(s) upon recommendation of the Superintendent of Schools. (Appointment(s) and salaries contingent upon verified documentation.)

1. To approve the appointment of Hannah McGowen, a fifth year Occupational Therapy student at the University of Scranton to shadow Patti Clark, occupational therapist at Van

Derveer School from January 7, 2019 to January 11, 2019.

2. To approve the appointment of the following individuals to create the Newcomer Welcome Kit (Title III Immigrant) for the 2018-2019 school year at the rate of \$36.00+

\* **Branchburg Vote Eligible**

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per hour not to exceed eight hours each:

Deborah Cortigiani

Christine Kutlow

Zuzana Uhlirova

3. To abolish the position of 1/5 Occupational Therapist at Somerville Middle School.
4. To approve the newly-created position of full-time Occupational Therapist at Van Derveer School and Somerville Middle School.
5. To approve the transfer of Tzvi Cohen from the position of 1/5 Occupational Therapist at Somerville Middle School to the position of full-time Occupational Therapist at Van Derveer School and Somerville Middle School effective February 1, 2019 to June 30, 2019 at a salary of \$66,781.00+ (MA Step 9)

9-12 and Districtwide

**RESOLVED** that the Board of Education approve and/or accept the following appointment(s) upon recommendation of the Superintendent of Schools. (Appointment(s) and salaries contingent upon verified documentation.)

- 6\* To approve the appointment of Jennifer DePace to serve as the Alternate Anti-Bullying Specialist at Somerville High School for the remainder of the 2018-2019 school year.
- 7\* To approve the appointment of Michele Cobos to create the Newcomer Welcome Kit (Title III Immigrant) for the 2018-2019 school year at the rate of \$36.00+ per hour not to exceed eight hours.
- 8\* To approve the appointment of Sade Porter, a student at Rutgers School of Applied and Professional Psychology, to complete her 600 hour practicum placement at Somerville High School from January 2019 to June 2019 supervised by Dr. Danielle Zurawiecki, school psychologist.
- 9\* To approve the appointment of Marissa Tavaglione to the position of substitute teacher for the 2018-2019 school year at the rate of \$105.00 per diem.
- 10\* To approve the appointment of the following individuals to the position of volunteer at Somerville High School for the 2018-2019 school year:

Maureen McKinley	Ski Club
Douglas Radziewicz	Choral/Music
- 11\* To approve the appointment of Norman Thompson from Middle Earth to serve as a mentor at Somerville High School in the mentoring program for the 2018-2019 school year.
- 12\* To accept the retirement/resignation of Mary Anne Robinson, teacher of business

\* **Branchburg Vote Eligible**

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education, at Somerville High School effective February 18, 2019.

- 13\*** To approve the appointment of Dana Stoker-Jones to the position of Business Office Clerk effective January 16, 2019 to June 30, 2019 at a salary of \$53,657.00+ (Step 5C) (prorated).

**XVI. HEARING OF THE PUBLIC REGARDING AGENDA ITEMS AND NON AGENDA ITEMS**

*At this time, comment is invited on any matter related to the school district.*

*When permitted, public participation shall be governed by the following rules under Bylaw 9322:*

- 1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and any other group affiliation, if appropriate;*
- 2. Each statement made by a participant shall be limited to three minutes duration*
- 3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;*
- 4. All statements shall be directed to the presiding officer; no participant may address or question board members individually.*
- 5. The presiding officer may:*
  - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;*
  - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;*
  - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;*
  - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and*
  - e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.*

**XVII. ADJOURNMENT**

**\* Branchburg Vote Eligible**

+ Subject to change as per the SEA contract negotiations



# Somerville Public Schools

## Somerville Board of Education Approval of Field Trip

Date Presented to the Board of Education: January 3, 2019

Date approved by the Board of Education: \_\_\_\_\_

Season/Year	School	Destination	Board of Education Cost if any
Winter 2019	SHS-MAPS	9-1-1 Command Center - Somerville	Transportation
Winter 2019	SHS	9-1-1 Command Center - Somerville	Transportation
Winter 2019	SHS	Historic Courthouse - Somerville	None/Walking or Parents
Winter 2019	SHS	Vorhees High School - Glen Gardner	Transportation
Winter 2019	SHS	Van Derveer Elementary School	Transportation
Winter 2019	SHS	Mutter Museum - Philadelphia, PA	None/Students Pay



# Somerville Public Schools

## Somerville Board of Education Approval of Travel Expenses

Date presented to the Board of Education: January 3, 2019

Date approved by the Board of Education: \_\_\_\_\_

- Notes:
- All reimbursable expenses listed below are in compliance with State travel payment guidelines established by the Department of Treasury and with guidelines established by the Federal Office of Management and Budget, unless noted otherwise.
  - Any expenses, other than those listed under "Reimbursable Expenses" must be explained in the "Comments" columns.

Travel Expenditures	Code	Member Category	Code
Training and Seminars	1	Board Member	A
Conventions and Conferences	2	Teaching Staff Member	B
Regular School District Business	3	Support Staff Member	C
Retreats	4	Non-District Employee	D

Full Name	Type of Travel	Member Category	Location of Travel	Occurrences of Travel	Date(s) of Travel	Reimbursable Expenses							Description	
						Registration Fee(s)	Total Miles	Total Mileage Cost	Parking	Toll(s)	Lodging	Meal(s)		Other Expenses
Barrows, Geraldine	1	C	On-Line - Hunterdon County PolyTech	On-line	1/16-2/20/2019	\$89.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Speed Spanish
Bartfield, Alexandra	1	B	Brick Township PD Department - Brick, NJ	1	1/15/2019	\$149.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	The Connected Action Roadmap
Cobos, Michelle	2	B	Hyatt Regency - New Brunswick	2	5/29-30/2019	\$279.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NJ Tesol Spring Conference
Deck, Sheila	1	C	On-Line - Hunterdon County PolyTech	On-line	1/16-2/20/2019	\$89.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Speed Spanish
Evans, Dawn	1	B	Somerset County Offices - Somerville	1	1/25/2019	\$20.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	When Is It Mandatory to Report a Sexual Assault in NJ?
Greenfield, Jessica	1	B	Ann Arbor - Michigan	3	6/17-19/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	World History Summit
Gutierrez, Charisse	1	B	Double Tree - Mt. Laurel	1	1/17/2019	\$90.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Accounting & Auditing Check-up
Ireland, Kerri	1	C	On-Line - Hunterdon County PolyTech	On-line	1/16-2/20/2019	\$89.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Speed Spanish
Kutlow, Christine	2	B	Hyatt Regency - New Brunswick	2	5/29-30/2019	\$279.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NJ Tesol Spring Conference
Malespina, Elissa	2	B	Montclair University	1	1/8/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NJECC Conference
Rath, Rebecca	2	B	Governor Livingston High School - Berkeley Heights, NJ	1	6/25/2019	\$125.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NJCIE's Summer Inclusion Conference
Teeling, Patty	1	C	On-Line - Hunterdon County PolyTech	On-line	1/16-2/20/2019	\$89.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Speed Spanish

Date presented to the Board of Education: January 3, 2019

Date approved by the Board of Education: \_\_\_\_\_

Notes:

1. All reimbursable expenses listed below are in compliance with State travel payment guidelines established by the Department of Treasury and with guidelines established by the Federal Office of Management and Budget, unless noted otherwise.
2. Any expenses, other than those listed under "Reimbursable Expenses" must be explained in the "Comments" columns.

<u>Travel Expenditures</u>	<u>Code</u>	<u>Member Category</u>	<u>Code</u>
Training and Seminars	1	Board Member	A
Conventions and Conferences	2	Teaching Staff Member	B
Regular School District Business	3	Support Staff Member	C
Retreats	4	Non-District Employee	D

Full Name	Type of Travel	Member Category	Location of Travel	Occurrences of Travel	Date(s) of Travel	Reimbursable Expenses							Other Expenses	Description	
						Registration Fee(s)	Total Miles	Total Mileage Cost	Parking	Toll(s)	Lodging	Meal(s)			
Trubiano, Theresa	2	B	Governor Livingston High School - Berkeley Heights, NJ	1	6/25/2019	\$125.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NJCIE's Summer Inclusion Conference
Uhlirova, Zuzana	2	B	Hyatt Regency - New Brunswick	2	5/30-31/2019	\$279.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NJ Tesol Spring Conference