

SOMERVILLE BOARD OF EDUCATION

51 West Cliff Street
Somerville, NJ 08876

AGENDA

Tuesday, February 19, 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

II. FLAG SALUTE

III. 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 on January 3, 2019. Notice has been provided to the two newspapers circulated in the school district and a posted notice to this effect on the Board of Education building bulletin board, Administrative Headquarters, 51 West Cliff Street, Somerville, New Jersey.

IV. ROLL CALL OF MEMBERS

V. PUBLIC COMMENT

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 and the public comment portion of the meeting will not exceed 30 minutes;*
- 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 Capital Project lengthy, abusive, obscene, or irrelevant;*
 - b. Request any individual to leave the meeting when that person does not observe*

* Branchburg Vote Eligible

+ Subject to change as per the SEA contract negotiations

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.*

VI. *APPROVAL OF MINUTES

RESOLVED that the Board of Education approve the Minutes of the Board of Education Meeting as follows:

January 3, 2019	Reorganization/Workshop/Regular Meeting
January 15, 2019	Regular Meeting
January 15, 2019	Executive Session
February 5, 2019	Regular Meeting
February 5, 2019	Executive Session

VII. BOARD PRESIDENT'S REPORT

VIII. SUPERINTENDENT'S REPORT

Van Derveer School Grades 3-5 Highlights

Mr. Robert Reavey, Principal, Van Derveer School 3-5
Van Derveer School Staff Representatives

District Highlights

Dr. Timothy M. Teehan, Superintendent of Schools

IX. REPORT OF BOARD ITEMS/COMMITTEE REPORTS

A. Student Board Member Report:

Daphne Dizon, Somerville Student Representative
Callie Stitt, Branchburg Student Representative

B. Finance Committee:

Erin Sweitzer, Chairperson

It is recommended that Items **1** through **5** be moved upon the recommendation of the Superintendent of Schools.

* Branchburg Vote Eligible

+ Subject to change as per the SEA contract negotiations

1. Board Secretary's Financial Reports

RESOLVED that the Board of Education accept the Board Secretary's Reports listed below:

- A. Treasurer's Report (January) (Attachment C-1)
- B. Secretary's Report (January) (Attachment C-2)
- C. Investments (January) (Attachment C-3)
- D. Food Services (January) (Attachment C-4)

2. Acceptance of Monthly Reports

RESOLVED that the Board of Education accept the monthly reports as listed below:
(Attachment C-5)

- A. Van Derveer School Student Activities Fund (January)
- B. Somerville Middle School Student Activities Fund (January)
- C. Somerville High School Student Activities Fund (January)
- D. Somerville High School Athletic/Extracurricular Fund (January)

3. Payroll

RESOLVED that the Board of Education approve the payroll payments for the following dates:

DATE	PAYROLL
January 30, 2019	\$ 1,123,371.77
January 30, 2019	\$ 16,822.17 (FICA)
February 15, 2019	\$ 1,387,401.99
February 15, 2019	\$ 36,488.33 (FICA)

4. Bills List

RESOLVED that the Board of Education approve the payment of the following obligations of the School District: (Attachment C-6)

Van Derveer School and Somerville Middle School	
Bills List Dated February 19, 2019	
10 General Fund	\$ 95,367.73
20 Special Revenue Fund	16,006.95
30 Capital Projects Fund	393.75
TOTAL	\$ 111,768.43

5. Line Item Transfers

RESOLVED that the Board of Education approve the enclosed January line item transfers.
(Attachment C-7)

It is recommended that Item 6* through 12* be moved upon the recommendation of the Superintendent of Schools.

* Branchburg Vote Eligible
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- 6* Bills List
RESOLVED that the Board of Education approve the payment of the following obligations of the School District: (Attachment C-8)

Somerville High School and Districtwide	
Bills List Dated February 19, 2019	
10 General Fund	\$1,605,439.27
20 Special Revenue Fund	37,428.14
30 Capital Projects Fund	393.75
40 Debt Service Fund	982,960.00
60 Cafeteria Fund	84,942.40
TOTAL	\$ 2,711,163.56

- 7* Somerville High School Tuition Rate
RESOLVED that the Board of Education establish the tentative Somerville High School tuition rate at \$15,862.00 per pupil for the 2019-2020 school year.
- 8* Tuition Contract – Branchburg Board of Education
RESOLVED that the Board of Education approve the enclosed tuition contract with the Branchburg Board of Education for the 2019-2020 school year. (Attachment C-9)
- 9* Acceptance/Filing of Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2018
RESOLVED that the Board of Education accept and file the Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2018.
- 10* Acceptance/Filing of Auditor's Management Report on Administrative Findings - Financial, Compliance and Performance - For Fiscal Year Ended June 30, 2018
RESOLVED that the Board of Education accept and file the auditor's Management Report Administrative Findings - Financial, Compliance and Performance - Fiscal Year ended June 30, 2018.
- 11* Approval of Corrective Action Plan
RESOLVED that the Board of Education authorize the administration to enact the attached Corrective Action Plan for the recommendations detailed in the Auditor's Management Report for the Fiscal Year ended June 30, 2018.

School Food Service

Recommendation: The Food Service Fund take steps to reduce their net cash resources so that it does not exceed three months average expenditures.

Corrective Action: The Food Service Fund take steps to reduce their net cash resources so that it does not exceed three months average expenditures.

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Method of Implementation: The District will explore ways to reduce net cash resources and reduce net cash resources below three months average expenditures.

Person Responsible for Implementation: Bryan P. Boyce, Business Administrator/Board Secretary

Completion Date of Implementation: June 2019

Travel Expenditures

Recommendation: The District will obtain prior approval by a majority of the full voting membership of the Board for all travel expenditures and the District will maintain brief reports required by N.J.S.A. 18A:11-12(d) tht substantiate the purpose and relevance of non-regular travel.

Corrective Action: The District will obtain prior approval by a majority of the full voting membership of the Board for all travel expenditures and the District will maintain brief reports required by N.J.S.A. 18A:11-12(d) that substantiate the purpose and relevance of non-regular travel.

Method of Implementation: The District will establish the following procedures to ensure the District obtains prior approval for all travel expenditures and maintains brief reports that substantiate the purpose and relevance of non-regular travel: the District will not pay for or reimburse for any travel expenditures unless prior Board approval is obtained; The District will not approve any travel requests unless all reports substantiating the purpose and relevance for past travel events have been submitted.

Person Responsible for Implementation: Melissa Stager, Director of Curriculum and Instruction

Completion Date of Implementation: February 2019

12* 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 C-10)

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Certification of Major Account Status

Pursuant to N.J.A.C. 6A:23A-16.10(c)(4), the Somerville Board of Education certifies that as of January 31, 2019 after review of the Board Secretary's and Treasurer's monthly financial reports and upon consultation with the appropriate officials, to the best of its knowledge, no major account or fund 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 fiscal year (Major accounts are Current Expense, Capital Projects and Debt Service)

- C. Buildings and Grounds Committee:
Daniel Puntillo, Chairperson

Facilities Report (Attachment C-11)

1. Disposal of Obsolete Items

RESOLVED that the Board of Education approve the attached list from the Director of Buildings & Grounds to dispose of obsolete equipment in accordance with Policy/Regulation 3260/3270 which are too outdated and no longer useful or in working order. (Attachment C-12)

2. School Bus Emergency Evacuation Drill Report

RESOLVED that the Board of Education approve/accept the School Bus Emergency Evacuation Drill Reports as follows:

Date of Drill: January 23, 2019

Time: 8:45 a.m.

School: Van Derveer School

Location: Gymnasium Lobby-Curbside

Route Number: 110B

Supervised by: Robert Reavey

Class: ABA Class

Date of Drill: January 23, 2019

Time: 8:52 a.m.

School: Van Derveer School

Location: Gymnasium Lobby-Curbside

Route Number: 115B

Supervised by: Robert Reavey

Class: ABA Class

Date of Drill: January 24, 2019

Time: 8:10 a.m.

School: Van Derveer School

Location: Preschool Lobby-Curbside

Route Number: 110A

Supervised by: Robert Reavey

* Branchburg Vote Eligible

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Class: Preschool ABA

- D. Athletics and Student Activities Committee:
Lucien Sergile, Chairperson
- E. Curriculum Committee:
Denise Van Horn, Chairperson

Committee Report (Attachment C-13)

It is recommended that Items 1 through 3 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 #2018-2019:11SMS-NC.
- 2. 2019 Summer Programs for Grades K-8
RESOLVED that the Board of Education approve the attached 2019 Summer programs for Grades K-8. (Attachment C-14)
- 3. Adoption of Curriculum Maps at Van Derveer School
RESOLVED that the Board of Education adopt the following curriculum map for Van Derveer School:
Music - Grades 3-5

It is recommended that Items 4* through 7* be moved upon the recommendation of the Superintendent of Schools.

- 4* 2019 Summer Algebra Enrichment Program
RESOLVED that the Board of Education approve the attached 2019 Summer Algebra Enrichment Program for incoming ninth grade students at Somerville High School. (Attachment C-15)
- 5* 2019 Summer Programs for Grades 9-12
RESOLVED that the Board of Education approve the attached 2019 Summer programs for Grades 9-12. (Attachment C-16)
- 6* 2019-2020 School District Calendar
RESOLVED that the Board of Education approve the attached 2019-2020 school district calendar. (Attachment C-17)
- 7* Field Trips
RESOLVED that the Board of Education approve the enclosed request for field trips. (Attachment C-18)

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F. Technology Committee
Denise Van Horn, Chairperson

Technology Committee Report (Attachment C-19)

X. PERSONNEL

PreK-8

RESOLVED that the Board of Education approve and/or accept the Superintendent of School's recommendations as follows: (appointments and salaries contingent upon verified documentation)

1. To approve Julie Samuels, a student at Fairleigh Dickinson University, to complete her field placement assignment at Van Derveer School from March 1, 2019 to April 30, 2019 to be supervised by Christine Kutlow, English as a Second Language Teacher.
2. To approve a change to the paid maternity leave of absence for Catherine Parsells from March 14, 2019 through April 17, 2019 to February 27, 2019 through April 17, 2019 and an unpaid childcare leave of absence in accordance with the Federal Medical Leave Act effective April 18, 2019 through June 30, 2019.
3. To approve a change to the paid maternity leave of absence for Courtney Ball (Grace) from January 2, 2019 through February 14, 2019 to January 2, 2019 through March 8, 2019 and an unpaid childcare leave of absence in accordance with the New Jersey Family Leave Act effective March 9, 2019 through through April 17, 2019.
4. To approve the appointment of the following staff members to the position of co-coaches for the Intramural Boys' Soccer Team at Somerville Middle School for the 2018-2019 school year at a stipend of \$818.33+ each:
Nicholas Petronko
Freddie Shaker
5. To accept the resignation of Melissa Cross from the position of teacher of first grade at Van Derveer School effective February 13, 2019.
6. To accept the retirement/resignation of Karen Tovi-Jones from the position of Social Worker at Van Derveer School effective June 30, 2019.
7. To accept the resignation of Linda McConoughey from the position of teacher of Spanish at Somerville Middle School effective February 15, 2019.
8. To abolish an Occupational Therapist position at Somerville Middle School.

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9-12 and Districtwide

RESOLVED that the Board of Education approve and/or accept the Superintendent of School's recommendations as follows: (appointments and salaries contingent upon verified documentation)

9* To approve Natalie Boyce, a Raritan Valley Community College Professor, to teach the SALA Program at Somerville High School for the 2018-2019 school year.

10* To approve the appointment of the following individuals to the position of volunteer at Somerville High School for the 2018-2019 school year:

Laura Sergile	Marching Band
Richard Sarles	Robotics Team
Sean Cruz	Baseball
Michael Andersen	Boys' Lacrosse
Corey Helly	Boys' Lacrosse
Keith Vanderbeek	Boys' Lacrosse
Mark Wilson	Boys' Lacrosse
Stephen Bienko	Track and Field

11* To approve the appointment of the attached list of individuals to the position of coach at Somerville High School for the 2019 spring season. (Attachment P-1)

12* To approve the appointment of Todd Graves to the part-time position of bus driver for Somerville Public Schools, to fill a vacancy caused by a resignation (Moreno) effective February 25, 2019 to June 30, 2019 at a rate of \$19.00 per hour.

13* To abolish an Instructional Assistant position at Somerville High School.

14* To approve the appointment of John Hoehn to administer constructed response tasks for Portfolio Appeal for students who have not tested proficiently on an approved test at the rate of \$36.00+ per hour not to exceed six (6) hours for Math.

15* To approve the appointment of Tyler Kazar to the position of Technical Coordinator for the 2018-2019 musical performance at Somerville High School at a stipend of \$750.00 to be paid from the Drama account.

XI. OLD BUSINESS

XII. NEW BUSINESS

XIII. 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

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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 and the public comment portion of the meeting will not exceed 30 minutes;*
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5. *The presiding officer may:*
6. *Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;*
7. *Request any individual to leave the meeting when that person does not observe reasonable decorum;*
8. *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;*
9. *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 Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.*

XIV. EXECUTIVE SESSION

RESOLVED that the Board of Education move to recess into executive session to discuss HIB confirmed cases #2018-2019:1SMS and 2018-2019:2SMS and a residency matter. The minutes of the executive session, to the extent permitted by law, will be made available to the public once the issues are resolved, subject to confidentiality requirements. Action may be taken.

XV. ADJOURNMENT

* Branchburg Vote Eligible

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Somerville Public Schools

Somerville Board of Education Approval of Field Trip

Date Presented to the Board of Education: February 19, 2019

Date approved by the Board of Education: _____

Season/Year	School	Destination	Board of Education Cost if any
Spring, 2019	VDV	Public Library	Transportation
Spring, 2019	VDV	Public Library	Transportation
Spring, 2019	VDV	Public Library	Transportation
Spring, 2019	VDV	Public Library	Transportation
Winter 2019	SMS	Van Derveer Elementary School	Transportation
Spring, 2019	SHS-MAPS	NJ Convention & Expo Center - Edison	Transportation
Spring, 2019	SHS-MAPS	Montclair State University	Transportation
Winter 2019	SHS	Safe and Sound - Hillsborough	Transportation
Winter 2019	SHS	Food Bank - Bound Brook	Transportation
Spring, 2019	SHS	Food Bank - Bound Brook	Transportation
Spring, 2019	SHS	Food Bank - Bound Brook	Transportation
Winter 2019	SHS	Branchburg Middle School	Transportation
Winter 2019	SHS	Somerville Middle School	Transportation
Winter 2019	SHS	Montgomery High School - Skillman, NJ	Transportation
Winter 2019	SHS	Montgomery High School - Skillman, NJ	Transportation
Winter 2019	SHS	Montgomery High School - Skillman, NJ	Transportation
Winter 2019	SHS	Bridgewater-Raritan HS	Transportation
Winter 2019	SHS	Bridgewater-Raritan HS	Transportation
Winter 2019	SHS	Bridgewater-Raritan HS	Transportation
Spring, 2019	SHS	Lehigh Stabler Arena - Bethlehem, PA	Transportation
Spring, 2019	SHS	Lehigh Stabler Arena - Bethlehem, PA	Transportation
Spring, 2019	SHS	Lehigh Stabler Arena - Bethlehem, PA	Transportation
Spring, 2019	SHS	Lehigh Stabler Arena - Bethlehem, PA	Transportation
Winter 2019	SHS	Cal V Convocation Center - Belle Vernon, PA	None - Students Pay



Somerville Public Schools

Somerville Board of Education Approval of Travel Expenses

Date presented to the Board of Education: February 19, 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							Description	
						Registration Fee(s)	Total Miles	Total Mileage Cost	Parking	Toll(s)	Lodging	Meal(s)		Other Expenses
DeLuca, Kathleen	2	B	Kean University - Union	1	4/12/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	School Counselor Conference
Formanowski, Audriana	1	B	Somerset County Office - Somerville	1	2/22/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Somerset County Articulation Workshop
Franzi, Natalie	2	B	McCormick Place - Chicago, Il	3	3/16-18/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$393.00	\$0.00	\$370.23	ASCD Conference
Hudson, Jeremy	3	B	Drew University - Madison	1	3/5/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	College Admission in the 2020's
Hudson, Jeremy	1	B	Pace University - Westchester, NY	1	3/8/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Pace University Counselor Event
Hudson, Jeremy	3	B	Meadowlands - Secaucus	1	4/3/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NJ NACAC College Fair
Hudson, Jeremy	2	B	Kean University	1	4/12/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NJSCA Spring Conference
Hudson, Jeremy	1	B	Roger Williams University - Bristol, RI	1	5/3/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Roger Williams Counselor Experience
Hudson, Jeremy	2	B	Hard Rock Hotel - Atlantic City	1	5/20/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NJACAC Spring Conference
Javier, Sarah	1	B	Hunterdon Central HS - Flemington	1	3/5/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Algebra 1 Roundtable
Kessler, Victoria	1	B	Rutgers - New Brunswick	1	4/30/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Memoirs and Childhood in Poland
Malespina, Elissa	1	B	NJIT - Newark	1	2/28/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Future Ready Schools Certification Summit
Malespina, Elissa	2	B	Kean University - Union	1	3/15/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NJAMLE Conference
McDonald, Tanya	2	B	Rutgers - Piscataway	1	3/19/2019	\$125.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Domestic Violence - Cultural intersections in LGBT

Date presented to the Board of Education: February 19, 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)			
Skomba, Michael	2	B	Crown Plaza Hotel - King of Prussia, PA	2	3/1-2/2019	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Middle State Council For Social Studies Conference
Skomba, Michael	2	B	Nobles and Greenough School - Dedham, MA	2	4/5-6/2019	\$100.00	520	\$161.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Strength Coaches NE Conference
Sroczynski, Helena	1	B	FEA - Monroe Twps..	1	3/4/2019	\$149.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Grief in the Schoolhouse
Sroczynski, Helena	1	B	FEA - Monroe Twps..	1	6/3/2019	\$150.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	HIB Law: Year in Review