

**SOMERVILLE BOARD OF EDUCATION
51 West Cliff Street
Somerville, NJ 08876**

**AGENDA
WORKSHOP/REGULAR MEETING
Tuesday, May 14, 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 for 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*
- 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.*

VI. BOARD PRESIDENT'S REPORT

VII. SUPERINTENDENT'S REPORT

District Highlights

Dr. Timothy Teehan, Superintendent of Schools

VIII. BOARD ITEMS

A. Finance

It is recommended that Items **1 through 4** be moved upon the recommendation of the Superintendent of Schools

1. Nonpublic School Technology Initiative Program Grant
RESOLVED that the Board of Education approve the attached New Jersey Nonpublic School Technology Initiative Program Order Forms for Immaculate Conception School. (Attachment C-1)
2. Nonpublic School Security Aid Program Grant
RESOLVED that the Board of Education approve the attached New Jersey Nonpublic School Technology Initiative Program Order Forms for Immaculata High School. (Attachment C-2)
3. Change Order - Partial Roof Replacement and Repairs at Van Derveer Elementary School
RESOLVED that the Board of Education approve the following change order related to the Van Derveer Elementary School Partial Roof Replacement and Repairs Project:

Change Order # CO-03
 Permit fee issued by the local Building Department - \$1,258.00 (Attachment C-3)
4. Donation to Somerville Middle School
RESOLVED that the Board of Education accept a donation from Jennifer Adamec in the amount of \$500.00 to be used for the Somerville Middle School Eighth Grade Dance and a matching donation from the Bank of America to be used for the ICare Club and E3 Club to support their activities for the 2019-2020 school year.

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

It is recommended that Items **5*through 10*** be moved upon the recommendation of the Superintendent of Schools

5* Purchase Pickup Truck - State Contract

RESOLVED that the Board of Education approves the purchase of a 2019 Ford F-250 pursuant to New Jersey State Contract A88727 in the amount of \$31,793.

6* Application for 2019 Safety Grant Program

RESOLVED that the Somerville Board of Education hereby approve the submission of the enclosed grant application for the 2019 Safety Grant Program through the New Jersey School Boards Association Insurance Group's ERIC NORTH Sub fund for the purposes described in the application, in the amount of \$13,921.36 for the period July 1, 2019 through June 30, 2020. (Attachment C-4)

7* Food Service Management Company

RESOLVED that the Board of Education approve a renewal contract with Maschio's Food Services, Inc. as the food service management company for the 2019-2020 school year.

Management Fee: \$20,400

Profit Guarantee: \$40,000

8* Collective Bargaining Agreement with Somerville Education Association

RESOLVED, the Board of Education, upon the recommendation of the Negotiations Committee, approves the Memorandum of Agreement and Salary Guides modifying the terms and conditions of the Collective Bargaining Agreement between the Board and the Association for the period July 1, 2017 through June 30, 2020.

9* Field Trips

RESOLVED that the Board of Education approve the enclosed request for field trips. (Attachment C-5)

10* 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-6)

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

B. Policy

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

1* Second Reading

RESOLVED that the Board of Education approve the following regulation for a second reading: (Attachment C-7)

R 3542.5 Procurement Procedures for Child Nutrition Programs

C. Curriculum

It is recommended that **Item 1** 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 case #2018-2019:14SMS-NC.

IX. APPOINTEES

It is recommended that Items 1* through 11* be moved upon the recommendation of the Superintendent of Schools.

1* Affirmative Action Officer/Title IX Coordinator

RESOLVED that the Board of Education appoint Dr. Tanya McDonald to the position of Affirmative Action Officer/Title IX Coordinator for the period of July 1, 2019 to June 30, 2020 at no additional remuneration.

2* Affirmative Action Officer Liaisons

RESOLVED that the Board of Education appoint Alexandra Lauri and Valentina Carleo to the position of Affirmative Action Officer Liaisons for the period of July 1, 2019 to June 30, 2020 at no additional remuneration.

3* 504 Officer

RESOLVED that the Board of Education appoint Dr. Tanya McDonald to the position of 504 Officer district-wide for the period of July 1, 2019 to June 30, 2020 at no additional remuneration.

4* Homeless Liaison

RESOLVED that the Board of Education appoint Melissa Stager as the Homeless Liaison for the period of July 1, 2019 to June 30, 2020 at no additional remuneration.

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

5* Designation of Public Agency Compliance Officer (PACO)
RESOLVED that the Board of Education appoint Bryan P. Boyce to the position of Public Agency Compliance Officer (PACO) for the period of July 1, 2019 to June 30, 2020 at no additional remuneration.

6* Designation of Custodian of School Records
RESOLVED that the Board of Education appoint Bryan P. Boyce to the position of Custodian of School Records for the period of July 1, 2019 to June 30, 2020 at no additional remuneration.

7* 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:18A-3a, 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. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, 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. 5:34-5 et seq.; and

WHEREAS, the Somerville Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3; 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 Bryan P. Boyce as the Qualified Purchasing Agent for the period of July 1, 2019 to June 30, 2020 at no additional remuneration to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

8* 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

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

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.

9* Appointment of Asbestos/AHERA Coordinator
RESOLVED that the Board of Education appoint Jimmy Gabriel as the district’s designated person and program manager to carry out the duties required under the AHERA (Asbestos Hazard Emergency Response Act) 40 CFR-763 for the period of July 1, 2019 to June 30, 2020.

10* Appointment of Integrated Pest Management Coordinator
RESOLVED that the Board of Education appoint Jimmy Gabriel as the district’s designated IPM (Integrated Pest Management) Coordinator as per N.J.A.C 7:30-13-3 for the period of July 1, 2019 to June 30, 2020.

It is recommended that Item 11* be moved upon the recommendation of the Superintendent of Schools.

11* Appointment of Board Secretary
RESOLVED that the Board of Education appoint Bryan P. Boyce to the position of Board Secretary for the period of July 1, 2019 to June 30, 2020 at no additional remuneration.

X. MOTIONS

It is recommended that Items 1 through 6 be moved upon the recommendation of the Superintendent of Schools.

1. Designation of Official Depositories and Individuals Authorized to Sign Checks
RESOLVED that the Board of Education authorize the following official depositories and individuals authorized to sign checks:

<u>Bank</u>	<u>Account</u>	<u>Required Signatures</u>
TD Bank	Warrant Account	President/Board Secretary
	Capital Projects	Board Secretary
	Payroll Account	Board Secretary
	Payroll Agency	Board Secretary
	Unemployment Trust Fund	Board Secretary
	SEA Summer Savings Account	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

* (Branchburg Vote Eligible)

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NJ Cash Management Fund

General Investment Fund	Board Secretary
Capital Reserve Fund	Board Secretary
Maintenance Reserve Fund	Board Secretary
Tuition Adjustment Reserve Fund	Board Secretary

2. Authorize Establishment of the Following Petty Cash Funds

RESOLVED that the Board of Education authorize the establishment of the following Petty Cash Funds for the period of July 1, 2019 to June 30, 2020:

School Business Office/Building & Grounds	300.00
Superintendent's Office	300.00
Curriculum & Instruction	200.00
Federal and State Programs	100.00
Somerville High School	100.00
Somerville Middle School	100.00
Van Derveer Elementary School	200.00
Preschool Program	100.00

3. Designation of Official Newspapers

RESOLVED that the Board of Education authorize the Courier News and Star Ledger be adopted as the official newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for the 2019-2020 school year.

4. Transmittal of Tax Monies

RESOLVED that the Board of Education request the following transmittal of tax monies from the Borough of Somerville for the 2019-2020 school year in the amount of \$24,398,906.00 such sum being reported on the Certificate and Report of School Taxes:

August 10, 2019	\$6,099,691.75
November 10, 2019	\$6,099,691.75
February 10, 2020	\$6,099,761.25
May 10, 2020	\$6,099,761.25

5. Authorize Business Administrator/Board Secretary to Invest Funds and Approve Wire Transfers

RESOLVED that the Board of Education authorize the Business Administrator/Board Secretary to invest available funds and approve wire transfers on behalf of the school district, for the period July 1, 2019 to June 30, 2020.

6. Authorization to Certify Payrolls

RESOLVED that the Board of Education authorizes the Board President, Board Secretary and Superintendent of Schools to certify all payrolls for the period July 1, 2019 to June 30, 2020.

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

XI. PERSONNEL

PS-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 the Christopher Nevolo for Summer Curriculum Writing to revise the Mathematics Grades six to eight curriculum at Somerville Middle School at the rate of \$36.00+ per hour not to exceed 16 hours.
2. To approve the appointment of Dana Stoker-Jones to the position of volunteer coach for the Somerville Middle School softball season for the 2018-2019 school year.
3. To approve the appointment of the following students for the 2019 Instrumental Music Program at Somerville Middle School from July 2, 2019 to July 26, 2019 from 8:30 a.m. to 2:00 p.m. Mondays through Thursdays and from 8:30 a.m. to 1:00 p.m. on Fridays at the rate of \$8.85 per hour:
Megan Gonzalez
Nathan Kimmick
Kyle Warta
4. To approve the appointment of the Dante Cianni for Summer Curriculum Writing to revise the ELA/Grades six to eight curriculum at Somerville Middle School at the rate of \$36.00+ per hour not to exceed twenty-four (24) hours.
5. To approve an unpaid childcare leave of absence in accordance with the New Jersey Family Leave Act for Elizabeth Cahill, teacher of special Education at Van Derveer School effective September 3, 2019 through January 1, 2020.
6. To approve a paid maternity leave of absence for Katherine Johnson, teacher of special education at Somerville Middle School effective September 3, 2019 through September 26, 2019 and an unpaid childcare leave of absence in accordance with the New Jersey Family Leave Act effective September 27, 2019 through November 22, 2019.
7. To approve a paid maternity leave of absence for Jennifer Mitchell, teacher of third grade at Van Derveer School effective September 3, 2019 through October 16, 2019 and an unpaid childcare leave of absence in accordance with the New Jersey Family Leave Act effective October 17, 2019 through June 30, 2020.
8. To accept the resignation of Elissa Malespina from the position of Librarian at Somerville Middle School effective June 30, 2019.

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

9. To accept the resignation of Elaine Ramos from the position of Teacher of Special Education at Somerville Middle School effective June 30, 2019.
10. To accept the resignation of Elaine Cochran from the position of part-time Instructional Assistant at Van Derveer Elementary School effective June 30, 2019.
11. To abolish the following positions at Van Derveer School:
 - Secretary to the Principal PS-2
 - Secretary to the Principal 3-5
12. To approve the following newly-created positions at Van Derveer School:
 - Two (2) Secretary to the Principal

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.)

- 13* To approve the appointment of Tristan Miller for Summer Curriculum Writing to create Game Design curriculum at Somerville High School at the rate of \$36.00+ per hour not to exceed twenty (20) hours.
- 14* To approve the appointment of the following staff members for Summer Curriculum Writing for Computer Science Summer Bridge Program at Somerville High School at the rate of \$36.00+ per hour not to exceed five (5) hours each:
 - Timothy Marden
 - Kristi Malone
- 15* To approve the appointment of the following individuals as substitute teachers for the 2018-2019 school year at the approved substitute rate:
 - Taylor Arnica
 - Maria Sibaja
- 16* To approve the appointment of Kenneth Rosario to the position of volunteer for the Robotics Team for the 2018-2019 school year.
- 17* To approve the appointment of the following staff members to revise the Somerville High School English Language Arts grade nine and ten curriculum at the rate of \$36.00+ per hour not to exceed three (3) hours each during the months of May and June:
 - Laura Manziano
 - Maylin Harter
 - Heather Kennedy
 - Marisol Espinoza
 - Sharon Gornick

* (Branchburg Vote Eligible)

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Ashley Russo

- 18*** To approve the appointment of the following staff members for Summer Curriculum Writing to revise the following curriculum maps at Somerville High School at the rate of \$36.00 per hour not to exceed the number of hours posted:
Melanie McWilliams - AP Seminar Social Studies - 10 hours
Marisol Espinoza - ELA - Grade 11 - 16 hours
Lisa Heath - ELA - Grade 11 - 16 hours
- 19*** To approve the appointment of the following staff members to conduct Child Study Team evaluations during the summer months for a total of ten (10) days at their per diem rate:
Lisa Mulhearn
Francine Massa-O'Connor
Michelle Turnbull
Danielle Zurawiecki
Johanna Pittenger
Audrianna Formanowski
Cathy Hons
- 20*** To approve the appointment of Danielle Zurawiecki to conduct administrative duties during the month of July 2019 at Somerville High School for no more than five (5) days at her per diem rate.
- 21*** To approve an extension to the unpaid child care leave of absence for Dayna Ianuzzi from April 4, 2019 through May 31, 2019 to April 4, 2019 through June 30, 2019.
- 22*** To approve the appointment of Christine Guerriero for summer health office work at Somerville High School at her per diem rate not to exceed five (5) days.
- 23*** To approve the appointment of Amy Dolly for summer secretarial work in the Health Office at Somerville High School at her per diem rate not to exceed 10 days.
- 24*** To approve the appointment of the following staff members for summer work in the Guidance Office at Somerville High School at their per diem rate:
June 24, 25, 2019
Deborah Grossmith
Kathleen DeLuca
Nicolas Milici
Christine Thompson

July 22, 23, 24, 25, 2019
Deborah Grossmith
Kathleen DeLuca
Nicolas Milici
Christine Thompson

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

August 19, 20, 21, 2019

Deborah Grossmith
Kathleen DeLuca
Nicolas Milici
Christine Thompson

August 19, 2019

Jeremy Hudson

25* To approve salary increases for management confidential employees and those employees not covered under contract for the 2019-2020 school year in the total amount of \$57,554.00 to be individually distributed among those employees as determined by the Superintendent of Schools.

26* To approve the attached list of staff members for the 2019-2020 school year.
(Attachment P-1)

27* To approve the appointment of the following list of staff members to the position of part time bus drivers for the period July 1, 2019 through June 30, 2020:

Adrian Camilo-Correa	\$20.00 per hour
Cilia Coris	\$22.00 per hour
Angelica Denino	\$23.00 per hour
Todd Graves	\$20.00 per hour
Juanita Ventura	\$22.00 per hour

28* To approve the appointment of the following list of staff members to the position of part time bus aides for the period July 1, 2019 through June 30, 2020:

Akry Hawkins	\$15.00 per hour
Valentina Gallego	\$15.00 per hour
Margaret Figueroa-Duran	\$18.00 per hour
Annabella Gomez	\$14.00 per hour
Claudia Lacan-Martinez	\$14.00 per hour

29* To approve the appointment of Andrew Steinmetz to the position of part-time support specialist for the Somerville Public Schools effective July 1, 2019 to June 30, 2020 at the rate of \$21.00 per hour not to exceed 29 hours per week.

30* To approve the appointment of Tyler Kazar to the position of part-time support specialist for the Somerville Public Schools effective July 1, 2019 to June 30, 2020 at the rate of \$21.00 per hour not to exceed 29 hours per week.

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

- 31*** To approve the appointment of the following staff members to the position of substitute bus aides for the period July 1, 2019 through June 30, 2020 at a rate of \$35.00+ per hour:
- Nancy Burke
 - Lisa Ehlbeck
 - Patricia Willenbrock
 - Kim Wortman

X. OLD BUSINESS

XI. NEW BUSINESS

XII. 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.*

XIII. EXECUTIVE SESSION

RESOLVED that the Board of Education move to recess into executive session to discuss negotiations, and legal matters falling within the attorney-client privilege with respect to these subjects. 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.

* (Branchburg Vote Eligible)

+ Subject to change as per the SEA contract negotiations

XIV. 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: May 14, 2019

Date approved by the Board of Education: _____

Season/Year	School	Destination	Board of Education Cost if any
Spring, 2019	SMS	Division Café - Somerville	None/Walking
Spring, 2019	SHS	Laurel Circle - Bridgewater	None/Parents Driving
Spring, 2019	SHS	West Windsor - Plainsboro	Transportation
Spring, 2019	SHS	NJ Sharing Network - New Providence	None/NJ Network Providing Bus
Spring, 2019	SHS	Bridgewater Mall	None/Walking
Spring, 2019	SMS	Bagelicious - Raritan	None/Walking
Spring, 2019	VDV	Somerville Middle School	Transportation
Spring, 2019	VDV	Laurel Circle - Bridgewater	Transportation



Somerville Public Schools

Somerville Board of Education Approval of Travel Expenses

Date presented to the Board of Education: May 14, 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	
Carleo, Valentine Fram, Patrick Strunk, Shannon Wong, Andrea Annese, Marybeth	3	B	Hunterdon Central - Flemington	1	5/31/2019	\$0 00	0	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	School Vist
DeLuca, Kathleen	1	B	RVCC	1	6/5/2019	\$0 00	0	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	The Human Mosaic
Espinoza, Marisol	1	B	New York Times Building - NY	1	5/21/2019	\$0 00	0	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	NJ Think Tank - LGBTQIA
McEntee, Melissa	2	B	Conference Center at Mercer - West Windsor	1	6/7/2019	\$99 00	0	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	NJSBA School Security and Student Safety Conference
McWilliams, Melanie	3	B	County Office	1	5/21/2019	\$0 00	0	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	College Board AP
Milici, Nicholas	1	B	The Westin - Morristown	1	5/16/2019	\$0 00	0	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	Exploring College Options Counselor Breakfast
Stager, Melissa	1	B	New York Times Building - NY	1	5/17/2019	\$0 00	0	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	NJ Think Tank - LGBTQIA
Stager, Melissa	1	B	Rutgers - New Brunswick	1	5/23/2019	\$0 00	0	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	SEL Forward NJDOE Conference on SEL
Stager, Melissa	2	B	Omni Hotel - Atlanta GA	3	7/15-17/2019	\$0 00	0	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	DA Leadership Summit
Stager, Melissa	1	B	Ron Clark Academy - Atlanta GA	2	7/18-19/2019	\$0 00	0	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	RCA Experience - Educator Training
Steinmetz, Valentine	1	C	NJ Convention & Exposition Center - Edison, NJ	1	5/15/2019	\$0 00	0	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	ESCNJ Annual Vendor Exposition

Date presented to the Board of Education: May 14, 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)			
Steinmetz, Valentine	1	C	Crown Plaza Hotel - Monroe Twsp	1	5/23/2019	\$0 00	0	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	\$0 00	Bioshine Free Educational Seminar