

**MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Skillman, New Jersey 08558**

**Meeting, Tuesday, April 22, 2014
7:00 p.m. Executive Session
7:30 p.m. Public Session
Upper Middle School Media Center**

**DRAFT AGENDA FOR ORGANIZATION OF BUSINESS AND
ACADEMIC AFFAIRS AND
REGULAR BUSINESS MEETING**

District Goals 2013-2014

Goal 1: To develop specific communication protocols with parents, staff and community members that are consistent in message and reflect the vision of “Connected, Known and Valued,” with particular focus on the implementation of AchieveNJ and curriculum initiatives.

Goal 2: To review, evaluate and assess current programs and staffing structures to determine gaps/needs; make specific recommendations to the Board to address in a fiscally responsible and efficient manner in the following areas: special education, student/staff attendance and the organizational management structure of the district.

Goal 3: To identify and implement social-emotional programming appropriate for all schools by June 2014 and identify the appropriate assessments to measure the efficacy of the programs.

OPENING OF THE MEETING

Call to Order – Board President

Statement of Open Meeting and Public Participation - In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by mailing notice of meeting on January 8, 2014 and _____. Notice was provided to Board of Education Members, Montgomery Township Clerk, Rocky Hill Borough Clerk, Public Library, Township Posting, School Posting, PTSA Officers, Courier News, Princeton Packet, Trenton Times, and The Star Ledger.

The Board reserves the right to enter into Executive Session during all meetings of the Board of Education.

This meeting is being tape-recorded for the purpose of Board review and future reference and to assist in the preparation of minutes.

It is the School Board’s intention to conclude this meeting no later than 10:00 p.m.

ROLL CALL

EXECUTIVE SESSION

RECONVENE IN OPEN SESSION – 7:30 p.m.

SALUTE THE FLAG

APPROVAL OF MINUTES – It is recommended that the Board of Education approve the minutes of the following Board Meeting(s):

1. March 12, 2014 Executive Session Meeting
2. March 12, 2014 Workshop and Special Meeting
3. March 25, 2014 Executive Session Meeting
4. March 25, 2014 Business Meeting

ACCEPTANCE OF CORRESPONDENCE – It is recommended that the Board of Education accept the correspondence as follows:

NEW BUSINESS FROM BOARD/PUBLIC

Members of the public are allotted one opportunity to bring any new/old business to the Board for a maximum of five (5) minutes per speaker. The board president may need to refer an issue to the superintendent if the particular issue has not been handled through the appropriate chain of command within the school district before coming to the board for a response. All responses will be provided at the end of this session.

SUPERINTENDENT’S REPORT

ACTION AGENDA

PUBLIC COMMENTS

Members of the public are allotted one opportunity to address the Board regarding the **Superintendent’s Report** or the **Action Agenda** for a maximum of five (5) minutes during this period of the meeting. All responses will be provided at the end of this session.

ORGANIZATION OF BUSINESS AND ACADEMIC AFFAIRS

- I. Appointment of Treasurer of School Monies – It is recommended that the Board appoint Mr. Ronald Rossi as Treasurer of School Monies for the 2014-2015 school year for a fee of \$7,038.
- II. Readoption of Curriculum and Courses of Study - It is recommended that the Board readopt the existing curriculum and courses of study.

RESOLVED, that all current written curriculum and courses of the District, as on file in the Office of the Superintendent, be adopted for the period from the date of this

Organization Meeting until the Organization Meeting in the next calendar year, unless modified upon recommendation of the Superintendent.

III. Readoption of Textbooks - It is recommended that the Board readopt the existing textbooks for the 2014-2015 school year.

IV. Readoption of Job Descriptions - It is recommended that the Board readopt the existing job descriptions:

RESOLVED, that all current written job descriptions in the District, as on file in the Office of the Superintendent, be adopted for the period from the date of this Organization Meeting until the Organization Meeting in the next calendar year, unless modified upon recommendation of the Superintendent.

V. Appointment of Affirmative Action/504 Officer - It is recommended that the Board appoint the following personnel as Affirmative Action/504 Officers:

- William Meurer (OHES), Alfred Hadinger (VES), Georgianna Kichura (MMS – Lower Campus), Karin Kidd (MMS – Upper Campus), Corie Gaylord (MHS) - Students
- Mary McLoughlin, District Personnel

VI. Appointment of Anti-Bullying Specialists – It is recommended that the Board appoint the following personnel as Anti-Bullying Specialists:

- Wendy Senatra (OHES), Elizabeth Sternbach (VES), Allison Doyle Smith and Lesley Haas (MMS – Lower Campus), Kevin Armstrong and Jeanne Fedun (MMS – Upper Campus), Keith Glock (MHS) – Students
- Kelly Mattis, District Anti-Bullying Coordinator

VII. Appointment of Professional Services - It is recommended that the following contracts be issued and announced for the 2014-2015 school year:

VIIA. Board Attorney - Whereas, the Montgomery Township Board of Education requires professional attorney services to be performed for the school year 2014-2015 and whereas, the firm of Fogarty & Hara are attorneys in the State of New Jersey and are willing to perform said services:

NOW THEREFORE IT IS AGREED: That the firm of Fogarty & Hara shall perform professional attorney services for the Montgomery Township Board of Education as requested by the Board.

That the Montgomery Township Board of Education will compensate Fogarty & Hara for said attorney services at the rate of one hundred and sixty-five (\$165) per hour for a partner and one hundred forty-five dollars (\$145) for an associate.

VIIB. Architect of Record – Whereas, the Montgomery Township Board of Education requires professional architectural services to be performed for the school year 2014-2015 and whereas, the firm of Parette Somjen Architects are architects in the State of New Jersey and are willing to perform said services:

NOW THEREFORE IT IS AGREED: That the firm of Parette Somjen Architects shall perform professional architectural services for the Montgomery Township Board of Education as requested by the Board.

That the Montgomery Township Board of Education will compensate the firm of Parette Somjen Architects as follows and in accordance with their contract on file in the Board Secretary's office.

Schedule of Hourly Rates – 2014-2015

Principal(s): Licensed Architect	\$160.00
Partner(s): Licensed Architect	\$160.00
Director(s)	\$150.00
Senior Associate(s)	\$150.00
Associate(s)	\$139.00
Senior Project Architect(s)	\$139.00
Senior Project Engineer(s)/Senior Certified Interior Designer(s)	\$139.00
Project Architect(s)	\$119.00
Project Engineer(s)/Certified Interior Designer(s)	\$119.00
Contract Administrator(s)	\$104.00
Senior Assistant Project Manager(s)	\$ 99.00
Assistant Project Manager(s)	\$ 85.00
Staff Architect(s)	\$ 85.00
Job Captain	\$ 78.00
Architectural Intern(s): Designers: Level 3	\$ 77.00
Architectural Intern(s): Designers: Level 2	\$ 74.00
Architectural Intern(s): Designers: Level 1	\$ 60.00
Administrative Assistants	\$ 50.00

VIIC. Appointment of Auditor – It is recommended that the Montgomery Township Board of Education appoint Suplee, Clooney & Company of Westfield, New Jersey as Auditor to the district for the 2014-2015 school year at the fee of \$26,000.00 in accordance with the scope of audit as defined in N.J.S.A. 18A:23.

It is also anticipated that additional services, if any, would be billed at standard hourly rates as follow:

Partner	- \$150 - \$175 per hour
Manager	- \$115 per hour
Senior Staff	- \$90 - \$105 per hour

Staff Accountant - \$75 - \$85 per hour

VIIID. Insurance Brokers - It is recommended that the Montgomery Township Board of Education make the following appointments for insurance brokers for the 2014-2015 school year:

- Brown & Brown Benefit Advisors as the Board's group insurance broker of record for all medical, prescription and dental insurances.
- CBIZ as the Board's group insurance broker of record for property and casualty insurances.

VIII. Petty Cash Funds - It is recommended that the Board, in accordance with NJSA 18:A19-3 authorize the Board Secretary to establish the following imprest-type petty cash funds for 2014-2015:

Board Office	\$ 225
Montgomery High School	250
Montgomery Middle School (Upper Campus)	250
Montgomery Middle School (Lower Campus)	150
Orchard Hill School	100
Village School	100

and that the maximum single expenditure which may be made from each fund shall be \$25; and that the following individuals will be responsible for the proper disposition of each fund:

Thomas M. Venanzi	Board Office
Paul Popadiuk	Montgomery High School
Cory Delgado	Montgomery Middle School (Upper Campus)
Michael Richards	Montgomery Middle School (Lower Campus)
Susan Lacy	Village Elementary School
Kathleen Scotti	Orchard Hill Elementary School

BUSINESS AGENDA

1.0 ADMINISTRATIVE

The Superintendent recommends that the Board of Education approve the administrative items as follows:

1.1 Routine Monthly Report – Accept the following report:

1. Student Control
2. Harassment, Intimidation and Bullying (HIB) Report
3. Teacher Absences Report
4. Fire/Security Drill Report

1.2 Policy Acceptance/Second Reading – Accept the following policies and regulations following a second reading:

- 4160 Physical Examination for Support Staff
- 3160 Physical Examination for Teaching Staff Members
- 3425 Work Related Disability Pay for Teaching Staff Members
- 7520 Loan of School Equipment
- 8467R Weapons Regulation
- 8467 Weapons
- 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- 2431.4R Prevention and Treatment of Sports-Related Concussions and Head Injuries

2.0 CURRICULUM & INSTRUCTION

The Superintendent recommends that the Board of Education approve the curriculum and instruction agenda as follows:

2.1 Out-of-District Placements – Approve the following Out-of-District placements for the 2013/14 school year.

<u>Pupil ID</u>	<u>School</u>	<u>TUITION</u>			<u>Total for Year</u>
		<u>Anticipated Start Date</u>	<u>ESY</u>	<u>RSY</u>	
180874	Collier School	Terminated as of 3/26/14			\$7,699.86

2.2 Consultant Approvals 2013/2014 – Approve the following consultants for the 2013/14 school year.

CONSULTANT NAME/VENDOR	SERVICES PROVIDED	RATES OF SERVICE
JVS	Vocational Evaluation (2-3 days) Community Based Assessment Job Placement Services Career Center	\$850 \$60/hour \$60/hour \$100/day
Houghton Mifflin Harcourt	Provide one-day PD on ThinkCentral to support Math in Focus program to K-4 teachers on 6/25/14	\$2,800.00

3.0 FINANCE

The Superintendent recommends that the Board of Education approve the finance agenda as follows:

3.1 Financial Reports - As prepared by the School Business Administrator and Treasurer of School Moneys which are in agreement, and presented by the Superintendent, approve the following reports as of March 31, 2014:

- Board Secretary's Report
- Treasurer's Report
- Investment Report
- Food Services Report

3.2 Ratification of Transfers - ratify the transfer of funds among the general, special revenue and capital projects funds' line items as of March 31, 2014

3.3 Receipt of Certification from Board Secretary - Pursuant to NJAC 6A:23-2.12 (c) 3, I, Thomas M. Venanzi, certify that as of March 31, 2014 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of 6A:23-2.12 (a).

Board Secretary

Date

3.4 Certification of Board of Education - Pursuant to NJAC 6A:23-2-12 (c) 4, we certify that as of March 31, 2014 after review of the Board Secretary's and Treasurer's monthly financial reports, in the minutes of the board each month that no major account or fund has been over expended in violation of NJAC 6A:23-2.12 (b).

3.5 Approval of Monthly Bills for April – approve the monthly bills as follows:

General Operating
Food Service

3.6 Travel Reimbursement – 2013/2014 and 2014/2015 – approve the Board member and/or staff conference and travel expenses as per the attached list.

3.7 Cooperative Bidding Resolution – approve participation in the Ed-Data New Jersey Cooperative Pricing System #26EDCP for bidding supplies for the 2014-2015 school year with the Glen Rock Board of Education as the Lead agency. It is further recommended that Educational Data Services, Inc., Saddle Brook, New Jersey be retained as coordinating agent at an annual fee of \$13,000 in accordance with 18A:18A-11. For the 2013-14 district bulk orders, the consortium has generated a district savings of \$246,960. Over the past five years, the district has generated a savings of \$1,170,984.

3.8 Receipt/Award of Bid – Building Use at the Montgomery Township School District (B15-01) – Bids were received on April 10, 2014 for building use at the Montgomery Township School District as follows:

Vendor Base Bid

It is recommended that the Board of Education award the bid for building use at the Montgomery Township School District as follows:

Vendor Base Bid

- 3.9 Receipt/Award of Bid – Electrician (B15-02) – Bids were received on April 2, 2014 for an electrician as follows:

Vendor Base Bid

It is recommended that the Board of Education award the bid for an electrician as follows:

Vendor Base Bid

- 3.10 Receipt/Award of Bid – Locksmith (B15-03) – Bids were received on April 2, 2014 for a locksmith as follows:

Vendor Base Bid

It is recommended that the Board of Education award the bid for a locksmith as follows:

Vendor Base Bid

- 3.11 Receipt/Award of Bid – Refuse Removal for the Montgomery Township Board of Education (B15-04) – Bids were received on April 15, 2014 for refuse removal for the Montgomery Township Board of Education as follows:

Vendor Base Bid

It is recommended that the Board of Education award the bid for refuse removal for the Montgomery Township Board of Education as follows:

Vendor Base Bid

- 3.12 Receipt/Award of Bid – Partial Door & Door Hardware Replacement for Montgomery Township Board of Education (PSA-6009/CP15-01) – Bids were received on April 16, 2014 for partial door and door hardware replacement for Montgomery Township Board of Education as follows:

Vendor

It is recommended that the Board of Education award the bid for partial door and door hardware replacement for Montgomery Township Board of Education as follows:

Vendor

- 3.13 New Jersey Cooperative Bid (Educational Data Services) – approval of the award of bids received by Educational Service Commission of Morris County, Morris Plains, NJ on behalf of the New Jersey Cooperative Bid Members as follows:

<u>Category</u>	<u>Vendor</u>
General Classroom Supplies	Cascade School Supplies
Audio Visual Supplies	Camcor, Inc. Pyramid School Products Troxell Communications, Inc. Valiant National AV Supply
Copy Duplicator Paper	W. B. Mason Co., Inc.
Family Consumer Science Supplies	NASCO S.A.N.E.
Fine Arts Supplies	Cascade School Supplies Ceramic Supply, Inc. Dick Blick Company NASCO National Art & School Supplies School Specialty, Inc./Sax Arts Ed. Triarco Arts & Crafts, LLC
Health & Trainer Supplies	Henry Schein Inc. School Health Corporation
Language Arts/World Languages	Teachers Discovery
Library Supplies	Cascade School Supplies DEMCO. Inc. The Library Store, Inc.
Math Supplies	Fisher Science Education, Inc. NASCO
Office and Computer Supplies	Staples Contract & Commercial, Inc.
Physical Education Supplies	NASCO

	Passon's Sports/BSN Sports & US Games School Specialty, Inc./Sportime
Rocketry	Midwest Technology Products Paxton Patterson LLC Pitsco Education SATCO Supply
Science Supplies	Carolina Biological Supply, Co. Fisher Science Education Inc. Flinn Scientific Inc. Frey Scientific Co. NASCO PARCO Scientific Company RJN Electronics Inc. Sargent-Welch/VWR Ward's Science
Teaching Aids	Becker's School Supplies Cascade School Supplies Kutz Bros. Lakeshore Learning Materials NASCO Really Good Stuff School Specialty, Inc./Childcraft United Supply Corp.
Technology Supplies	Brodhead-Garrett Company Midwest Technology Products Paxton Patterson, LLC SATCO Supply Valley Litho Supply Co.

3.14 Resolution for Participation in Coordinated Transportation Services – approve the following resolution:

WHEREAS, Montgomery Township School District desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the Somerset County Educational Services Commission, hereinafter referred to as the SRESC, offers coordinated transportation services; and

WHEREAS, the SCESC will organize, provide and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of pro-rated contract costs, plus an administration fee of 6%, as presented to the Montgomery Township School District as calculated by the billing formula adopted by the SCESC's Board of Education. Said formula shall be based on a route cost divided by home to school mileage of students allocated to each participating district. The total amount to be charged to districts will be adjusted based on actual costs. Payments will be due within 30 days of receipt by the district and deemed late after 60 days with an additional 1% fee for late payments. At the discretion of the Commission superintendent, late fee charges may be waived for extenuating circumstances.

I. The SCESC will provide the following services:

- a. routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
- b. monthly billing and invoices;
- c. computer print-outs of student lists for all routes coordinated by SCESC;
- d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- e. constant review and revision of routes;
- f. It is further agreed that the Montgomery Township School District will provide the SCESC with the following:
 1. requests for any additional transportation on approved forms to be provided by the SCESC, completed in full and signed by previously authorized district personnel;
 2. withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received;

II. Additional Cost – all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district. All such costs must first be approved by the Montgomery Township School District.

III. Whereas, the SCESC also provides coordinated regional bus maintenance services, safety training, coordinated purchasing, professional development and other related transportation services for an additional fee as a shared services program, the Montgomery Township School District may participate at any time.

- IV. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2014 and June 30, 2015.
 - V. Entire Agreement – this agreement constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.
- 3.15 Approval of Contract for Security Services – approve a contract with The Davis Group for security guard services at Montgomery High School for the 2014-15 school year at a cost of \$14.88 per hour per guard and \$22.32 per hour per guard for any overtime needed.

4.0 PERSONNEL

The Superintendent recommends that the Board of Education approve the personnel agenda following discussion in Executive Session

ANNOUNCEMENTS BY THE PRESIDENT

ADJOURNMENT