

MONTGOMERY TOWNSHIP BOARD OF EDUCATION

Skillman, New Jersey 08558

ORGANIZATION AND SPECIAL MEETING

Tuesday, January 5, 2016

6:00 p.m.

Upper Middle School Media Center

AGENDA

2015-2016 District Goals

Goal 1: To review, evaluate and assess current programs and staffing structures to determine gaps/needs. Raise academic performance of all demographics and results should compare favorably against similar districts year after year. Special focus on the MHS Science department, where a measurement of student achievement will be developed in 2015 and used every year to measure positive progress.

Goal 2: To identify and implement social emotional learning programming to be addressed district wide through the counseling programs. Specifically, implement evidence based social and emotional learning programs with the aim to prevent bullying, discipline problems and improving school climate (and stress) for all children.

Goal 3: To identify and effectively utilize specific communication practices with students, parents, staff and community members that are timely, accessible, and consistent in message. Administer a district-wide communications survey and compare the results with the Spring 2013 results.

The Board Secretary will announce the results of the annual school election.

School Election Results

Ms. Wells will announce the results of the annual school election of November 3, 2015.

<u>Three Candidates (Three-year Term)</u>	<u>Number of Votes</u>
Tommy L. Riggs	760
Richard Cavalli	1,023
Minkou "Minkyo" Chenette	998
Charles F. Jacey, Jr.	1,196
Paul Blodgett	677
Ranjana Rao	856
Shannon Devine	860

<u>One Candidate (Two-Year Term)</u>	<u>Number of Votes</u>
Phyllis Bursh	901
Dale Huff	1,329

The Board Secretary will swear in the newly-elected Board members, Mr. Cavalli, Ms. Chenette, Mr. Jacey and Mr. Huff.

BREAK – 15 minutes

ORGANIZATION MEETING

I. Call to Order

II. Roll Call

III. Salute to the Flag

IV. Statement of Open Meeting and Public Participation - Annette M. Wells will read the following:

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by mailing notice of meeting on January 7, 2015 and December 29, 2015. 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.

V. Nominations for President of the Board – Ms. Wells will open the floor to receive the nominations for the position of President of the Montgomery Township Board of Education.

The newly appointed Board President will ascend to the chair and conduct the remainder of the meeting.

VI. Nominations for Vice President - _____ (Board President) opens the floor to receive the nominations for the position of Vice President of the Montgomery Township Board of Education.

VII. Appointment of Board Secretary - It is recommended that the Board approve the appointment of Annette M. Wells as Board Secretary and that the Board Secretary be authorized to invest district funds and make all deposits for the district.

VIII. Official Newspapers for Publication of Legal Notices - It is recommended that the Board approve the designation of the The Courier News and/or The Star-Ledger as the newspapers to publish legal notices for the Board of Education.

IX. Official Newspapers for Publication of "Open Public Meeting Law" Notices - It is recommended that the Board approve the designation of The Princeton Packet, The Star-Ledger, The Courier News and The Trenton Times as the newspapers to receive notices of Board of Education meetings under the "Open Public Meetings Law."

X. TD Bank and Santander Bank Designated as Bank Depository - It is recommended that the Board adopt the following resolution:

RESOLVED: That TD Bank be designated as the Depository of some of the funds of the Montgomery Township Board of Education in the various accounts for the ensuing year. For investment purposes, other institutions may be used at the discretion of the School Business Administrator. The following accounts are held with TD Bank:

- General
- Payroll
- Agency
- Food Service
- Capital Reserve
- Flexible Spending Account
- Unemployment Trust
- Vision Account
- Summer Enrichment Account
- Summer Payroll
- Athletic Account

All Activity Accounts for each School

RESOLVED: That Santander Bank be designated as the Depository of some of the funds of the Montgomery Township Board of Education in the various accounts for the ensuing year. For investment purposes, other institutions may be used at the discretion of the School Business Administrator. The following accounts are held with Santander Bank:

- Investment Account
- 2009 Referendum Account
- Emergency Reserve Account

XI. Persons Designated to Sign Checks for the Ensuing Year - It is recommended that the Board adopt the following resolution authorizing check signatures:

RESOLVED: That the general account and food service account in the name of Montgomery Township Board of Education be opened or kept with TD Bank for the deposit in said Bank to the credit of these accounts from time to time of any and all moneys, checks, drafts, notes, acceptances or other evidences of indebtedness, whether belonging to these accounts or otherwise, which may be or thereafter come into its possession, and that the said Bank be and is hereby authorized to make payments from the funds on deposit with it upon and according to the checks, drafts,

notes or acceptances of these accounts, to be signed with the following three signatures:

_____	President
Annette M. Wells	Secretary
Ronald Rossi	Treasurer of School Moneys

In the event the President is unable to sign, _____, Vice President, will sign the checks.

Check signatures for the Summer Enrichment; Salary Account; and Agency Account: Treasurer of School Moneys

Check signatures for the Flexible Spending Account: Treasurer of School Moneys and School Business Administrator/Board Secretary

Check signatures for School Activity Accounts: Administrator and Secretary

Check signature for Athletic Account: Athletic Director and School Business Administrator/Board Secretary

XII. 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 2016-2017:

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:

Annette Wells	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

XIII. Regular Board Public Meetings - It is recommended that the Board adopt the attached calendar of Board of Education Meetings. Workshop/Business Meetings will generally be held the second Tuesday of the month beginning at 7:30 p.m. The

Business Meeting will generally be held the fourth Tuesday of the month beginning at 7:30 p.m. The meetings will be held in the Media Center of Montgomery Upper Middle School. During July, August and December one Board meeting a month is scheduled.

- XIV. 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.

- XV. Readoption of Textbooks - It is recommended that the Board readopt the existing textbooks for the 2016-2017 school year.

- XVI. 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.

- XVII. Existing Board Policies Adopted for Ensuing Year - It is recommended that the Board adopt the existing policies of the Board of Education for the ensuing year with the understanding that revision of Board policy can be made at any time by Board action.

- XVIII. Appointments – The Board President will make the following committee assignments for 2016:

- Members of the Assessment, Curriculum and Instruction Committee (ACI);
- External Affairs/Communications Committee (EAC);
- Members of the Operations, Facilities and Finance Committee (OFF);
- Members of the Human Resources and Negotiations Committee (HRNC);
- Members of the Policy Committee;
- Legislative Liaison for the purpose of receiving materials;
- Board liaisons to the Montgomery Township PTSA;
- Liaison to the Montgomery Township-Rocky Hill Municipal Alliance Committee;

- Voting member and alternate to the New Jersey School Boards Association;
 - Member and alternate to the Executive Committee of the Somerset County School Boards Association;
- XIX. Election of Delegate - It is recommended that the Board of Education elect _____ as delegate to the Somerset County Educational Services Commission and _____ as alternate delegate.
- XX. Code of Ethics - It is recommended that the Board adopt the New Jersey School Boards Association (NJSBA) Code of Ethics as it appears in the district's policy manual (Bylaws 0142):

NJSBA Code of Ethics for School Board Members

- A. 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.
- B. I will make decisions in terms of the educational welfare of children and will strive for public schools which can meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- C. I will confine my board action to policymaking, 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.
- D. 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.
- E. 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.
- F. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- G. 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 member, interpret to the staff the aspirations of the community for its schools.
- H. I will vote to appoint the most qualified personnel available after consideration of the recommendation of the chief administrative officer.
- I. I will support and protect school personnel in proper performance of their duties.
- J. 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.

PRESENTATION – NJSBA ETHICS TRAININGEXECUTIVE SESSION

It is recommended that the Board convene in Executive Session for the purpose of discussing items related to personnel, an employee disciplinary matter, and Harassment, Intimidation and Bullying incidents. When the need for confidentiality no longer exists, the matters will be disclosed to the public.

SPECIAL PUBLIC MEETINGRoll CallCOMMITTEE/REPRESENTATIVE REPORTSRepresentative Reports

- Student Representative Report
- MTEA Report
- Board Member Delegate/Representative Reports
(SCSBA, PTSA, MAC, Legislative, NJSBA, Ed. Services Commission, etc.)

Board Committee Reports

- Assessment, Curriculum and Instruction Committee Report
- Operations, Facilities and Finance Committee Report
- Human Resources/Negotiations Committee Report
- Policy Committee Report
- External Affairs/Communications Committee Report
- President's Report

BOARD/PUBLIC COMMENTS – Members of the public are allotted one opportunity to address the Board regarding **board committee/representative reports or any other business** for a maximum of five (5) minutes during this period of the meeting. All responses will be provided at the end of this session.

REVIEW OF MINUTES – It is recommended that the Board review the minutes of the following Board Meeting(s):

1. December 15, 2015 Executive Session Meeting
2. December 15, 2015 Workshop and Business Meeting

REVIEW OF THE DRAFT JANUARY 19, 2016 BUSINESS MEETING AGENDA-
Attachment

ACTION AGENDA

BOARD/PUBLIC COMMENTS – Members of the public are allotted one opportunity to address the Board regarding **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.

1.0 ADMINISTRATIVE

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

- 1.1 Harassment, Intimidation and Bullying (HIB) Report – Accept the Harassment, Intimidation and Bullying Report dated 12/23/15 and noted for acceptance.

3.0 FINANCIAL

The Superintendent recommends that the Board of Education approve the curriculum & instruction items as follows:

- 3.1 Travel Reimbursement – 2015/2016 – approve the Board member and/or staff conference and travel expenses as per the attached list.
- 3.2 Resolution Providing for a Special School District Election to be Held on March 8, 2016 for Consideration of a School Bond Proposal by the Legally-Qualified Voters of the School District – Approve the following resolution:

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONTGOMERY IN THE COUNTY OF SOMERSET, NEW JERSEY (not less than a majority of the full membership of the Board concurring) AS FOLLOWS:

1. It is hereby determined that a bond proposal shall be submitted for voter approval at a special school district election to be held on March 8, 2016 between the hours of 7:00 a.m. and 9:00 p.m. as permitted and required by law. The form of the proposal shall read substantially as follows with such adjustments as may be provided by bond counsel:

PROPOSAL

The Board of Education of the Township of Montgomery in the County of Somerset, New Jersey is authorized: (a) to undertake renovations, alterations and improvements at Montgomery High School, Montgomery Upper Middle School, Montgomery Lower Middle School, Orchard Hill Elementary School and Village Elementary School including related work, fixtures, equipment and site work; (b) to appropriate \$18,502,580 for such purposes; and (c) to issue bonds of the school district in the principal amount of \$18,502,580.

The final eligible costs of the projects approved by the Commissioner of Education are \$17,877,293 (\$1,044,475 allocated to Montgomery High School, \$3,947,152 allocated to Montgomery Upper Middle School, \$5,226,029 allocated to Montgomery Lower Middle School, \$5,485,810 allocated to Orchard Hill Elementary School and \$2,173,827 allocated to Village Elementary School). The proposed improvements include \$625,287 (\$125,928 allocated to Montgomery Upper Middle School and \$ 499,359 allocated to Village Elementary

School) for school construction elements in addition to the facilities efficiency standards developed by the Commissioner of Education or not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g). The State debt service aid percentage will equal 40% of the annual debt service due with respect to the final eligible costs of the projects. The Board of Education is authorized to transfer funds among the projects approved at this election.

2. This Board of Education hereby approves and adopts the proposal set forth above, and, subject to the approval of the legal voters of the school district, hereby determines to carry out the improvements described therein (the "Projects").

3. This Board of Education hereby acknowledges and confirms that in accordance with N.J.S.A. 18A:24-16 and 18A:24-17 the supplemental debt statement has been prepared by the chief financial officer of the Township of Montgomery (the "Township"), giving effect to the proposed authorization of bonds of the school district in the maximum amount of bonds authorized in the proposal. The supplemental debt statement has been filed in the office of the Township Clerk and in the office of the Business Administrator/Board Secretary of this Board of Education prior to the adoption of the proposal and will be filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs prior to the date of the special election.

4. The Business Administrator/Board Secretary is hereby authorized and directed to send a certified copy of the proposal to the County Clerk as required by N.J.S.A. 19:60-2, to request the County Clerk to submit the proposal to the voters at the special school district election and to seek the assistance of the county officials and municipal clerk in conducting the special school district election.

5. The Board of Education has heretofore and hereby acknowledges receipt of the Preliminary Eligible Costs (PEC) letters for the Projects from the Department of Education. The Board has elected to receive debt service aid pursuant to Section 9 of the Educational Facilities Construction and Financing Act, N.J.S.A. 18A:7G-1 *et seq.* (the "Act"). The Board has determined to accept the preliminary eligible costs determined by the Department of Education as final eligible costs and not to appeal the determination of preliminary eligible costs. The Business Administrator is authorized, if necessary, to notify the Department of Education of the Board's election with respect to the eligible costs and its election to receive debt service aid.

6. Parette Somjen Architects, the School District's appointed architect for the Projects (the "Project Architect"), has heretofore been authorized and delegated the responsibility to prepare the plans and specifications for the Projects in consultation with and under the supervision of the Business Administrator/Board Secretary, who has heretofore been delegated the responsibility to work with the Project Architect for this purpose on behalf of the Board of Education, in accordance with the requirements of N.J.S.A. 18A:18A-16, and such authorizations and delegations are hereof reconfirmed.

7. The educational plans, where required, and the schematic plans for the construction of the Projects have heretofore been approved by this Board of Education, and such approval is hereby reconfirmed.

8. The Board President, the Superintendent of Schools, the Business Administrator/Board Secretary, the Project Architect, Bond Counsel and other appropriate representatives of the Board of Education (the "Board Representatives") have heretofore been authorized, and such authorization is hereby reconfirmed, to submit the educational plans, where required, and the schematic plans for the Projects, together with such other information as may be required, to the State Department of Education for approval and to make application to the Commissioner of Education for approval of the educational plans, where required, the schematic plans and the Projects and, if necessary, any required amendment to the long-range facilities plan, in accordance with the requirements of the Act and N.J.A.C. 6A:26-2.1(f), 6A:26-2.3, 6A:26-3.1 and 6A:26-3.2.

9. The Board Representatives have heretofore been and are hereby further authorized and directed to submit the plans and any other required information to the Planning Board and the Department of Environmental Protection for review and comment, if necessary, and such authorization and direction are hereby reconfirmed.

10. The Board Representatives are hereby authorized to take all steps necessary to implement this resolution. Any actions authorized herein and taken prior hereto are hereby ratified. The Business Administrator/Board Secretary is further authorized to act on behalf of the Board of Education to make such determinations required of the Board of Education for the conduct of the election as may become necessary.

4.0 PERSONNEL

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

ADJOURNMENT

PROPOSED SCHEDULE OF BOARD MEETINGS

Following is the **PROPOSED** meeting schedule for the Montgomery Township Board of Education for the year 2016. Generally the Board will meet on the second and fourth Tuesday of each month except in those cases where this date is a holiday and schools are closed. Then an alternate day shall be utilized. For the months of July, August, and December one meeting has been scheduled. The meeting place will be the Montgomery Middle School Upper Campus media center. The public portion of the meetings will begin at 7:30 p.m.

PROPOSED: At the Montgomery Township Board of Education Organization Meeting of January 5, 2016.

Tuesday	Business	January 19, 2016
Tuesday	Workshop/Business	February 9, 2016
Tuesday	Business	February 23, 2016
Tuesday	Workshop/Business	March 1, 2016
Tuesday	Business	March 15, 2016
Tuesday	Workshop/Business	April 12, 2016
Tuesday	Business	April 26, 2016
Tuesday	Workshop/Business	May 10, 2016
Tuesday	Business	May 24, 2016
Tuesday	Workshop/Business	June 14, 2016
Tuesday	Business	June 28, 2016
Tuesday	Workshop/Business	July 19, 2016
Tuesday	Workshop/Business	August 16, 2016
Tuesday	Workshop/Business	September 6, 2016
Tuesday	Business	September 20, 2016
Tuesday	Workshop/Business	October 4, 2016
Tuesday	Business	October 18, 2016
Tuesday	Workshop/Business	November 8, 2016
Tuesday	Business	November 22, 2016
Tuesday	Workshop/Business	December 20, 2016
Tuesday	Organization and Business	January 3, 2017