

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Minutes of the Tuesday, April 24, 2018 6:45 P.M. Organization of Business and Academic Affairs and Business Meeting

These minutes have not been formally approved and are subject to change or modification.

OPENING OF THE MEETING

- A. The Montgomery Township Board of Education held an Organization of Business and Academic Affairs and Business Meeting on Tuesday, April 24, 2018 at 6:45 p.m. in the Upper Middle School media center.
- B. Roll Call - The following Board Members were present: Phyllis Bursh, Richard Cavalli, Minkyo Chenette, Dharmesh Doshi, Charles F. Jacey, Jr., Dr. Paul Johnson, Amy Miller, Ranjana Rao and Shreesh Tiwari
- Also Present: Nancy Gartenberg, Superintendent
Elizabeth Nastus, Interim Assistant Superintendent
Annette M. Wells, Business Administrator/Board Secretary
Robbin Boehmer, Assistant Business Administrator/Assistant Board Secretary
- C. President Cavalli read the following 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 the meeting on January 10, 2018 and April 20, 2018. Notice was provided to Board of Education Members, Montgomery Township Clerk, Rocky Hill Borough Clerk, Public Library, Township Posting, School Postings, PTSA Officers, Courier News, Princeton Packet, Trenton Times, and The Star Ledger.
- D. President Cavalli then led everyone in the Salute to the Flag.
- E. President Cavalli welcomed all to the organization of business and academic affairs and business meeting.

EXECUTIVE SESSION- A motion was made by Ms. Rao and seconded by Mr. Tiwari that the board adopt a resolution to go into executive session at 6:52 p.m.

WHEREAS, the Open Public Meetings Act, Chapter 231 of the Laws of 1975 provides that a public body may exclude the public from that portion of a meeting of which the public body discusses certain matters for which confidentiality is required as permitted in Section 7B of the act.

RESOLVED, by the Board of Education of the Township of Montgomery in the County of Somerset and State of New Jersey as follows:

1. Items related to personnel, harassment, intimidation and bullying incidents, and negotiations with the Montgomery Township Education Association will be discussed.
2. The matters discussed in executive session shall be disclosed to the public when the need for confidentiality no longer exists.


Upon call of the roll, the motion carried with a unanimous vote recorded.

RETURN FROM EXECUTIVE SESSION- The Board returned from Executive Session at 7:35 p.m.

SUPERINTENDENT’S REPORT
PRESENTATIONS

PUBLIC HEARING ON THE 2018-2019 BUDGET


Ms. Wells gave the following presentation on the 2018-2019 budget.

Montgomery Township School District 

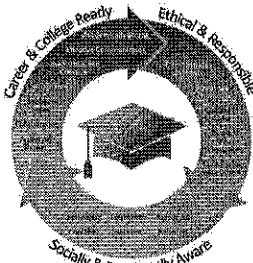
**Public Hearing
2018-2019**

Maintaining Excellence


Annette M. Wells
Business Administrator
April 24, 2018

Montgomery Township School District 

Montgomery Township School District
PORTRAIT OF A GRADUATE




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Montgomery Township School District 

Strategic Goals

1. Maximize the social-emotional and academic growth of every student.
2. Ensure a learning environment that promotes excellence.
3. Strengthen stakeholder relationships to support and enhance student learning.
4. Optimize operational and financial resources to enhance student experience.

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Montgomery Township School District 

Budget Process

- September 2017 - OFF Committee established budget goals
- September 2017 - District staff began the budgeting process
- October 2017 through April 2018 - OFF held budget discussions
- November 2017 - Public OFF Meeting
- November 2017 - Google Form created for public input
- February 2018 - Public Presentations (Operations and Instructional Services)
- March 2018 - Public Presentations (Pupil Services, Personnel and Instructional Technology)

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Montgomery Township School District Budget Process

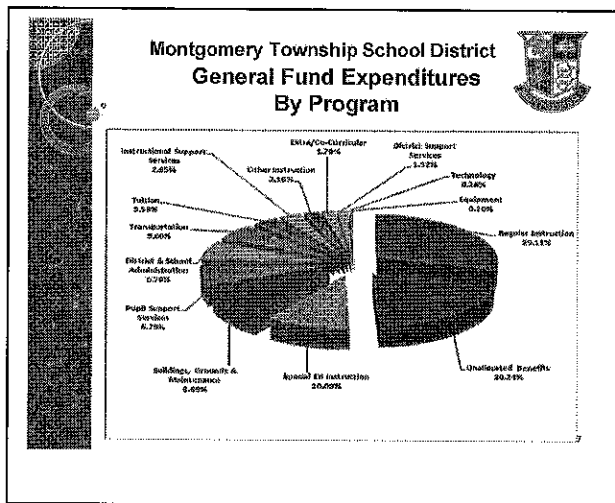
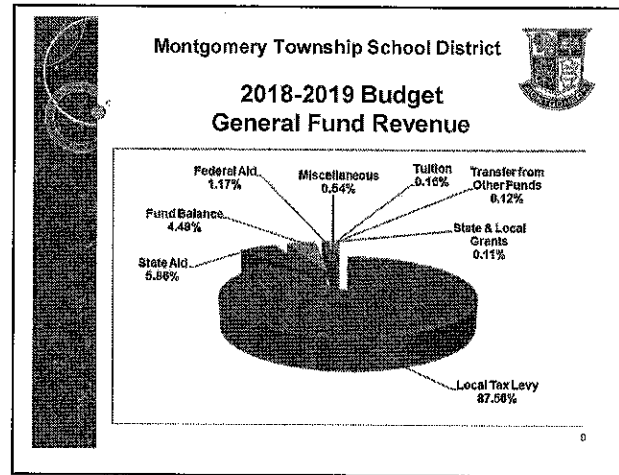
- **March 27, 2018** - The Board of Education adopted a tentative budget
- **March 2018** - The district submitted the budget to the Executive County Superintendent
- **April 2018** - The OFF Committee requested a reduction of \$150,000 in the General Fund budget
- **April 2018** - The district updated the budget and consulted with the County Office for approval
- **April 19, 2018** - The District advertised the budget
- **April 24, 2018** - Public Hearing and Board of Education adoption of 2018-19 school budget

Anticipated General Fund Revenues

	2016-17 Actual	2017-18 Anticipated	2018-19 Budget	Percent Change
Local Taxes	71,828,463	73,367,022	75,760,287	3.49%
State Aid	4,086,768	4,263,768	4,488,956	6.28%
Extraordinary Aid	779,569	360,545	361,000	0.02%
Medicaid Reim.	26,800	26,619	26,619	0.00%
Tuition	203,336	196,000	147,760	-24.23%
Fees	534,604	476,000	360,000	-26.32%
Interest	120,967	90,000	50,000	-44.44%
Misc.	368,123	180,000	112,846	-37.31%
From Reserves	0	250,000	110,000	-56.00%
Fund Balance	3,170,643	3,596,668	3,729,336	3.72%
Total Revenues	81,208,143	82,803,822	85,155,803	2.84%

Anticipated General Fund Expenditures

	2016-17 Actual	2017-18 Revised	2018-19 Budget	Percent change
Regular Instruction	23,359,491	24,179,187	24,789,369	2.52%
Unallocated Benefits	14,668,867	16,358,102	17,239,380	12.24%
Special Education Instr.	7,884,667	8,302,818	8,592,372	3.49%
Buildings, Grounds & Maint	6,668,832	7,870,089	7,573,725	-3.77%
Pupil Support Services	5,294,590	5,616,412	5,784,477	2.99%
District & School Admin	5,468,691	6,001,762	5,779,695	-3.70%
Transportation	4,269,890	4,618,055	4,772,718	3.35%
Out of District Tuition	2,889,931	2,347,702	3,045,414	29.72%
Instruct Support Services	2,232,611	2,444,649	2,512,336	2.77%
Other Instruction	1,474,080	1,719,288	1,858,207	6.92%
Extra-Curricular	1,442,927	1,556,736	1,523,673	-2.12%
District Support Services	1,162,126	1,493,634	1,293,384	-13.41%
Technology Support Serv	194,850	229,899	239,218	4.05%
Equipment	263,187	581,510	172,855	-70.27%
General Fund Total	76,756,256	82,319,823	85,155,803	3.45%



Montgomery Township School District Tax Distribution 2018-19

Municipality	Montgomery Twp	Rocky Hill
Percent Share	0.975134954	0.024865046
General Fund Tax Levy	\$75,780,287	\$1,884,280
Debt Service Tax Levy		
Pre merger	\$ 5,437,318	\$ 0
Post merger	1,653,246	41,108
Total Debt Service	\$ 7,090,564	\$ 41,108
Total Tax Levy	82,870,851	\$80,945,463

Montgomery Township School District

Tax Impact

Montgomery Township

2017 Ratables	\$3,829,547,386
2018 Ratables	\$3,848,704,985
Increased Ratables	\$18,167,597
Average Assessment	\$508,118
Estimated Impact Based on Average Assessment	\$172

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Montgomery Township School District

Estimated Timelines for Review of Items with Budget Consideration

	April 23 OFF	May OFF	June OFF	July OFF
Extra-Curricular Programs	X			
Co-Curricular Programs	X			
3-5 Year Financial Plan	Draft	Refined		
Professional Liability Insurance			X	
Health Insurance		X		
Educational Programs		X	X	X
Personnel			X	X

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Montgomery Township School District

Tax Impact


Rocky Hill

2017 Ratables	\$128,632,724
2018 Ratables	\$129,576,700
Increased Ratables of	\$943,976
Average Assessment	\$444,600
Estimated Impact Based on Average Assessment	\$106

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Montgomery Township School District

Questions



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Montgomery Township School District

Next Steps 2018-19

Analysis of:

- Educational Programs
- Extra-Curricular Programs
- Co-Curricular Programs
- Personnel

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Time was allotted for the board and public to ask questions about the presentations.

Ms. Gartenberg met with the CEO of the Princeton YMCA, which is looking at two sites in Montgomery to join with the recreation department in town to be able to offer some additional physical resources for area kids.

Run with Rotary took place this past Sunday successfully with many from the district participating. The event included Sustainable Montgomery and the Environmental Commission participating and the school district acting as the bridge between the two. She thanked Mr. Adam Warshafsky, Supervisor of Visual Performing Arts, and Mr. Timothy Leicht, Montgomery High School teacher, for their help during this event. The event helped raise money for the mobile soup kitchen in Somerset County that feeds the homeless on a daily basis.

Ms. Nastus updated the board on her overall positive experience as a chaperone on the Montgomery High School trip to Spain that involved over 140 Montgomery music students. She commented on the poise, politeness, and good behavior of the students as well as the detail in execution by school nurses, chaperones and planners, who were insightful and thorough in their preparation. She thanked the board of education and administration for believing in and investing in staff and students. The trip was an overwhelming success.

NEW BUSINESS FROM BOARD/PUBLIC

Ms. Margaret Windrem commented on the following:

- Whether the board had received any updates on anticipated results from the recent security audit
- Informed the board of Bill 292 before the New Jersey legislature that would put a security officer in each school
- The April 20th walk-out at MHS and whether the environment and event met Montgomery's educational standards
- The disappearance of the flag at MHS and whether its removal was tied to the April 20th walk-out

Mr. Warshafsky stated that the district is a state and nationally recognized leader in music and the arts and asked the board to reconsider the need for an additional music teacher given the increased enrollment for the 2018-19 budget.

Ms. Jennifer Riddell, Supervisor of Mathematics, asked the board to consider the request for an additional math teacher due to concerns over class size and elective options within the math department. Ms. Riddell, as president of the Association of Principals and Supervisors of Montgomery Township (APSMT), also voiced the Association's opinion that reception of presentations to the board has not been positive or supportive. She also spoke of the support of the collaborative approach and time and effort involved by many in the search for an Assistant Superintendent and disappointment of the APSMT that a candidate was not on this board agenda.

Mr. Scott Mason, President of the MTEA, spoke on the following:

The need for a sound fiscal approach to the necessity of raising new revenue to support the district.

The search of an Assistant Superintendent as a collaborative effort and the MTEA's hope for a positive resolution to the current situation, especially as this process was an initial step to creating new relationships within the district.

The NJEA's Classroom Close-up filming has been completed and will be broadcast in October/November of 2018.

Response to Public Comment:

Mr. Cavalli noted that the board had yet to receive the results of the security audit, but no red flags were raised during the process. He was unaware of the Bill in the legislature but will investigate further. Mr. Jacey added that safety and security is continually monitored within the district with Ms. Wells as the Safety and Security officer. This is evidenced by the request to purchase through a safety grant additional cameras and fobs recognized as necessary prior to the audit.

Ms. Gartenberg responded to the comment regarding the April 20th walk-out having personally witnessed the event. She noted that students were passionate about the cause and that in her view students were respectful, civil and safe. She also stated that seventeen Montgomery policemen were also present at the event.

Mr. Cavalli responded to Mr. Mason and Ms. Riddell's concerns for staffing, noting the "impossible challenge" facing school districts as discretionary spending is reduced in budgeting. While noting the board's support for the arts and mathematics, he stated that the district may not be able to afford all the "great things" that have been available in the past and challenged both in a collaborative effort with the board to find cuts within programs that would allow for new salaries. He also reiterated that the board has already begun an evaluation program as part of the effort to produce a long-term financial plan that would provide fiscal stability for the district in the future.

Mr. Cavalli stated that the board's questioning and comments with regard to presentations of the progress of the strategic plan by district employees was a topic of discussion at a recent President's meeting. He believes that in working to drive better student achievement and asking for more data than is being provided, the board may be too direct or inappropriate in tone and suggested that the board use more caution in showing respect to the speaker. He believes the message has been received, the more recent questioning improved, and asked that the board continue to "exert greater level of mindfulness."

Mr. Cavalli asked for more time to produce a detailed response to the references to the search for an Assistant Superintendent.

APPROVAL OF MINUTES

A motion was made by Ms. Chenette and seconded by Dr. Johnson to approve the following minutes:

- March 13, 2018 Executive Session Meeting
- March 13, 2018 Workshop and Business Meeting

Upon call of the roll, the motion carried with eight members voting in favor and Mr. Doshi abstaining.

A motion was made by Mr. Doshi and seconded by Mr. Tiwari to approve the following minutes:

- March 27, 2018 Executive Session Meeting
- March 27, 2018 Business Meeting

Upon call of the roll, the motion carried with eight members voting in favor and Mr. Cavalli abstaining.

ACCEPTANCE OF CORRESPONDENCE

None

PUBLIC COMMENTS

None

ACTION AGENDA

ORGANIZATION MEETING

Ms. Bursh asked that II be separated and voiced that she cannot support II until all members have been trained.

A motion was made by Ms. Bursh and seconded by Ms. Miller to approve agenda items I through IIIC excluding II as follows:

- I. Appointment of Treasurer of School Monies – It is recommended that the Board appoint Charisse Gutierrez as Treasurer of School Monies for the 2018-2019 school year for a fee of \$7,140.
- III. Appointment of Professional Services - It is recommended that the following contracts be issued and announced for the 2018-2019 school year:
 - IIIA. Board Attorney - Whereas, the Montgomery Township Board of Education requires professional attorney services to be performed for the school year 2018-2019 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 seventy-five (\$175) per hour for a partner and one hundred fifty-five dollars (\$155) for an associate for the year 2018-2019.

- IIIB. Architect of Record – Whereas, the Montgomery Township Board of Education requires professional architectural services to be performed for the school year 2018-2019 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 – 2018-2019

Principal(s): Licensed Architect	\$164.00
Partner(s): Licensed Architect	\$164.00
Director(s)	\$154.00
Senior Associate(s)	\$154.00
Associate(s)	\$143.00
Senior Project Architect(s)	\$143.00
Senior Project Engineer(s)/Senior Certified Interior Designer(s)	\$143.00
Project Architect(s)	\$122.00
Project Engineer(s)/Certified Interior Designer(s)	\$122.00
Contract Administrator(s)	\$107.00
Senior Assistant Project Manager(s)	\$102.00
Assistant Project Manager(s)	\$ 88.00
Job Captain	\$ 80.00
Architectural Intern(s): Designers: Level 3	\$ 79.00
Architectural Intern(s): Designers: Level 2	\$ 76.00
Architectural Intern(s): Designers: Level 1	\$ 62.00
Administrative Assistants	\$ 52.00

- IIIC. 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 2018-2019 school year at the fee of \$26,520.00 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

Upon call of the roll, the motion carried with a unanimous vote recorded.

A motion was made by Ms. Miller and seconded by Dr. Johnson to approve agenda item II as follows:

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

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

Upon call of the roll, the motion carried with eight members voting in favor and Ms. Bursh voting against.

1.0 ADMINISTRATIVE

A motion was made by Ms. Chenette and seconded by Mr. Tiwari to approve agenda items 1.1 through 3.6 excluding MHS 031218001 from 1.1c as follows:

1.1 Routine Monthly Reports – Accept the following reports:

- a. Student Control Report
- b. Fire/Security Drill Report
- c. Harassment, Intimidation and Bullying (HIB) Report

2.0 CURRICULUM & INSTRUCTION

2.1 Out-of-District Placements 2017-2018

Approve the following Out-of-District Placements for the 2017-2018 school year:

Pupil ID	School	Dates	TUITION		
			ESY	RSY	Total for Year
105191	Rock Brook School	10/2/17-6/16/18 Withdrawal		-\$54,971.16	-\$54,971.16
281258	Hunterdon Preparatory School	1/29/18-6/13/18 Completed Credits		-\$22,825.20	-\$22,825.20
00309	Sage Day Princeton School	6/26/17-7/31/17	\$3,200.00		\$3,200.00

2.2 Out-of-District Placements 2018-2019

Approve the following Out-of-District Placements for the 2018-2019 school year:

Pupil ID	School	Dates	TUITION		
			ESY	RSY	Total for Year
102736	Hi-Step Summer Program	7/2/18-8/3/18	\$3,700.00		\$3,700.00

2.3 Out-of-District Tuition Students – Accept the following students at the Board- approved tuition rates for the 2018-2019 school year:

M.C. (11th grade)
 K.C. (10th grade)
 B.L. (3rd grade)
 J.S. (11th grade)

2.4 S.O.A.R. Summer Program, Pre-K – Grade 12 – Approve the 2018 S.O.A.R. Summer Program. This five-week program will run June 29, 2018 – August 3, 2018 in Montgomery High School.

2.5 Consultant Approvals 2017-2018 - Approve the following consultants for the 2017-2018 school year:

CONSULTANT NAME/VENDOR	SERVICES PROVIDED	RATES OF SERVICE
Above and Beyond Learning Group	ABA Home Instruction	\$85.00/hour
	Staff Training by BCBA	\$125.00/hour
	BCBA -Set Up Program Book	\$125.00/hour
	Written Behavior Intervention Plan	\$125.00/hour
	Functional Behavior Assessment	\$125.00/hour
	BCBA Supervision of Home Program	\$125.00/hour
	Progress Reports/Exit Summary	\$125.00/hour
	Skills Assessment	\$125.00/hour
	BCBA Parent Training	\$125.00/hour
	Social Skills Group-BCBA	\$125.00/hour
	Speech Therapy-SLP-CCC	\$150.00/hour
	Travel	\$.545/mile
	Electronic Data Collection	\$20.00/month/pupil
	Quarterly Progress Report	\$375.00/each
2 Hour Monthly Team Meeting	\$590.00/month	
Administrative Fee	\$500.00/student	
Bancroft	Functional Behavior Assessment	\$1250.00/each
	Neuropsychological Assessment	\$175.00/hour
	Occupational/Physical/Speech Evaluation	\$180.00/hour
	Assistive Technology Evaluation	\$850.00/each
	Travel Time	\$55.00/round trip
	Board Certified Behavior Analyst	\$115.00/hour
	Applied Behavior Specialist	\$75.00/hour
Neuropsychologist Follow Up/Attend Meeting	\$150.00/hour	

	Advanced ABA Associate Occupational/Physical/Speech Therapy Staff Training/In-Service - Full Day (3 hrs) Staff Training/In-Service - 1/2 day (up to 3 hrs) Assistive Technology Services	\$45.00/hour \$90.00/hour \$850.00/hour \$450.00/hour \$114.00/hour (2 hour minimum) \$28.50/additional 15 minutes
Putnam Northern Westchester BOCES	Bilingual Evaluations: Educational Neuropsychological Psycho-Educational Psychological/Cognitive Social History Speech/Language Behavioral Consultation Document Translation Interpreter Services	\$1065.00/each \$3337.00/each \$1986.00/each \$1139.00/each \$531.00/each \$864.00/each \$195.00/hour \$.11-\$.20/word \$70-\$125.00/hour
Language & Literacy Associates for Multilingual and Multicultural Education	SIOP Professional Development for Administrators – July 2018	\$1,250.00

2.6 Software Approval 2018-2019 - Approve the license for the software service subscription for “Go Sign Me Up” for the 2018-2019 school year. Rate of Service: \$3,859.00 to be funded by ESEA Title II funds.

2.7 FY 2018 ESEA, Title Grant Amendment - Approve an amendment to the FY 2018 ESEA Grant. The amendment is being requested to realign funds with specific goals targeted through the remaining grant period.

2.8 Consultant Approval – Approve Bryant, Gemza, Keenoy & Kozlik, LLP to provide a Special Education audit for the district at a cost of \$39,900.

3.0 FINANCE

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, 2018:

- 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, 2018.
- 3.3 Receipt of Certification from Board Secretary - Pursuant to NJAC 6A:23-2.12 (c) 3, I, Annette M. Wells, certify that as of March 31, 2018 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, 2018 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 | \$11,211,686.25 |
| Food Service | \$215,436.89 |
- 3.6 Travel Reimbursement – 2017/2018– approve the Board member and/or staff conference and travel expenses as per Schedule A (see Page 20).

Upon call of the roll, the motion carried with a unanimous vote recorded.

A motion was made by Ms. Chenette and seconded by Mr. Doshi to approve agenda item 3.7 as follows:

- 3.7 Travel Reimbursement – 2018/2019– approve the Board member and/or staff conference and travel expenses as per Schedule B (see Page 20).

Upon call of the roll, the motion carried with eight members voting in favor and Ms. Bursh abstaining.

A motion was made by Mr. Doshi and seconded by Mr. Tiwari to approve agenda item 3.8 as follows:

- 3.8 Travel Reimbursement – 2018/2019– approve the Board member and/or staff conference and travel expenses as per Schedule C (see Page 21).

Upon call of the roll, the motion carried with eight members voting in favor and Mr. Cavalli abstaining.

A motion was made by Ms. Miller and seconded by Ms. Chenette to approve agenda item 3.9 as follows:

- 3.9 Travel Reimbursement – 2018/2019– approve the Board member and/or staff conference and travel expenses as per Schedule D (see Page 21).

Upon call of the roll, the motion carried with eight members voting in favor and Ms. Chenette abstaining.

A motion was made by Ms. Bursh and seconded by Ms. Chenette to approve agenda item 3.10 as follows:

- 3.10 Travel Reimbursement – 2018/2019– approve the Board member and/or staff conference and travel expenses as per Schedule E (see Page 21).

Upon call of the roll, the motion carried with eight members voting in favor and Mr. Jacey abstaining.

A motion was made by Mr. Tiwari and seconded by Ms. Bursh to approve agenda items 3.11 through 4.1 as follows:

- 3.11 A. Adoption of the 2018-2019 Proposed Budget – that the Board of Education adopt the 2018-2019 proposed budget as follows:

General Fund Current Expense	\$84,963,018
General Fund Capital Outlay	\$ 172,855
Special Revenue Fund	\$ 1,186,900
Debt Service Fund	\$ 8,298,736
Total Proposed Budget	\$94,641,439

- B. Amount to be Raised for Taxes – General Fund – that the Board of Education acknowledge that \$75,780,287 be raised for General Funds for the ensuing school year (2018-2019).

- Montgomery portion \$73,896,007
- Rocky Hill portion \$ 1,884,280

- C. Amount to be Raised for Taxes – Debt Service – that the Board of Education acknowledge that \$7,546,468 be raised to support the debt service budget for the ensuing school year (2018-2019).

- Montgomery portion \$7,049,456
- Rocky Hill portion \$ 41,108

- 3.12 Approval of Resolution – School District Accountability – A-5

Whereas, the State of New Jersey has enacted P.L. 2007, An Act Concerning School District Accountability (A-5) requiring boards of education to annually approve the total

amount of funds budgeted for travel and conferences for all faculty, staff, administration and board members, and

Whereas the ACT became effective on March 15, 2007 and requires prior approval of all travel and conference costs before they are incurred, and

Whereas, such travel expenditures shall include, but not be limited to, all costs for transportation, meals, lodging and registration and conference fees to and for the travel event,

Whereas, the board of education must establish an annual maximum per employee for regular business travel and that annual maximum is established in board policy 6471 as \$1,500 where prior board approval is not required, and

Whereas, the board of education elects to exclude travel expenditures by federal funds from the maximum travel expenditure amount and acknowledges the following travel costs for federal programs:

2017-18 Budget	\$20,000
2017-18 Expenditures through 2/28/17	\$10,042
2018-19 Projected Budget	\$20,000

NOW THEREFORE BE IT RESOLVED, that the following budget and expended amounts are acknowledged and costs of travel and conferences through the use of local and state funds are approved for the 2017-18 school year and the 2018-19 school year:

Total amount budgeted for travel and conferences 2017-18	\$248,435
Total amount expended July 1, 2017 – Feb. 28, 2018	\$ 44,021
Total amount budgeted for travel and conferences 2018-19	\$185,911

- 3.13 District Participation in the Special Education Medicaid initiative (SEMI) – approve the Montgomery Township school district’s participation in the Special Education Medicaid Initiative (SEMI).
- 3.14 Approval of New Jersey Schools Insurance Group (NJSIG) Safety Grant Program Application – approve the submission of a grant application for the Safety Grant Program through the New Jersey Schools Insurance group in the amount of \$16,124.24 for the 2018-19 school year. This grant will be used to purchase surveillance cameras and additional FOB access points.
- 3.15 Approval of Photography Contract – approve a contract with Milan Rose for senior portraits and yearbook-related photography services for Montgomery High School for the 2018-19 school year. All costs to be paid by parents and through the yearbook account within the high school student activities account.
- 3.16 Public Agency Compliance Officer (P.A.C.O.) – In accordance with N.J.A.C. 17:27-3.3 the Board designates Annette M. Wells as the Public Agency Compliance Officer to ensure the Districts implementation and administration of all procedures pertaining to Equal Employment Opportunity and Affirmative Action for public procurement for the district.

- 3.17 Renewal of Contract/Refuse Removal for the Montgomery Township Board of Education (Bid #B18-02) – renew for the 2018-2019 school year the following bid; B18-02 of 2017-2018 awarded on April 25, 2017 in accordance with N.J.S.A. 18A:18A-42.

Vendor

Republic Services of NJ, LLC
dba Raritan Valley Disposal Services
Clinton, NJ

**Cost of Yearly Removal of Refuse
July 1, 2018 – June 30, 2019**
\$59,592.00

The renewal is at no increase to the Board of Education.

- 3.18 Renewal of Contract/Electrician (Rebid #B18-03) – renew for the 2018-2019 school year the following bid; Rebid B18-03 of 2017-2018, awarded on October 10, 2017 in accordance with N.J.S.A. 18A:18A-42.

Vendor

Maul Electric, Inc.
Dayton, NJ

July 1, 2018 – June 30, 2019

Forman \$120.78 per man/hr.
Journeyman \$110.05 per man/hr.
Apprentice \$46.11 per man/hr.
Discount Off List/Markup: 0%

The renewal is at no increase to the Board of Education.

- 3.19 Renewal of Contract/Building Use at the Montgomery Township School District (B18-04) – renew for the 2018-2019 school year the following bid; B18-04 of 2017-2018, awarded on May 23, 2017 at \$142,000.00 in accordance with N.J.S.A. 18A:18A-42.

Vendor

Princeton Family YMCA
Princeton, NJ

\$144,144.20

The renewal is based on the CPI increase of 1.51%.

- 3.20 Renewal of Contract/Information Technology Management Services (Revised RFP18-01) – renew for the 2018-2019 school year the following revised request for proposal; Revised RFP18-01 of 2017-2018, awarded on July 18, 2017 in accordance with N.J.S.A. 18A:18A-42.

Vendor

Pitt Bull Secure Technologies
Summerhill, PA

\$90,000.00

The renewal is at no increase to the Board of Education.

- 3.21 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 (“SCESC”) 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 the Montgomery Township Board of Education will pay prorated contract costs, plus an administration fee of 4%, as presented to the Montgomery Township Board of Education as calculated by the billing formula adopted by the SCESC. The total amount to be charged to the Montgomery Township Board of Education 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 SCESC, late fee charges may be waived for extenuating circumstances.

1. 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 information necessary for the accurate submission of the District Report of Transported Resident Students;
 - e. All necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
 - f. Constant/timely review and revision of routes;
 - g. Transportation as soon as possible after receipt of the formal written request;
 - h. Timely submission of contracts, contract renewals or contract addenda to the county office for approval.
2. It is further agreed that the Montgomery Township Board of Education will provide the SCESC with the following:
 - a. Copies of district policies as they relate to ride time or other specific transportation parameters;

- b. Request for transportation on forms to be provided by the SCESC, completed in full and signed by authorized district personnel;
 - c. Forms will contain all necessary and relevant information, medical or otherwise, regarding individual student's condition and transportation needs;
 - d. Withdrawal from any transportation in writing, signed by authorized district personnel; and
 - e. Strict adherence to the established payment schedule.
3. Additional Cost: All additional costs generated by unique requests, including but not limited to, mid-day runs or early dismissals, will be borne by the district making such request.
 4. It is understood that any change in the number of students being transported on each route, or changes in mileage during the course of the year will necessitate a reapportionment and adjustment of costs.
 5. The SCESC accepts no responsibility for assuring a pupil's use of arranged transportation or attendance on an established route. Once assigned to a route, the monthly billings for the pupil's reserved seat will continue until the SCESC is otherwise notified, in writing, to delete the pupil from the assigned route.
 6. The SCESC will contract transportation each day while school or classes attended are in session unless the Board's district is closed due to weather conditions (snow, ice, flooding, etc.). The SCESC accepts no responsibility for defaults by transportation contractors; however, the SCESC will make every effort to re-establish transportation expeditiously.
 7. Other Services: The SCESC also provides coordinated regional bus maintenance services, safety training, and other related transportation services for an additional fee as a shared services program, the Montgomery Township School District may participate at any time.
 8. Length of Agreement: This agreement and obligations and requirements therein shall be in effect between September 1, 2018 and August 31, 2019.
 8. 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.
 9. It is understood and agreed by the parties hereto that this agreement shall be without force and effect until it shall have been approved by the Executive County Superintendent of the County of Somerset and any additional County Superintendent, where applicable.

- 3.22 Renewal of Bus Routes – approve renewal of Bids B11-09, B16-01 and B17-03, multi-contracts RTT11, RTT16 and RTT17 to Montgomery High School, Montgomery Upper Middle School, Montgomery Lower Middle School, Village Elementary School and Orchard Hill Elementary School for the 2018-2019 school year to Irvin Raphael, Inc. East Brunswick as follows:

<u>TRIPLE</u>	<u>ROUTE#</u>	<u>2017-18</u>	<u>INCREASE</u>	<u>2018-19 Cost</u>	<u>Mileage +/-</u>
		<u>Cost</u>			
TT27	1H	\$18,883.73	285.14	\$19,168.87	1.95
	2LM	\$18,883.73	285.14	\$19,168.87	1.95
	1V	\$18,883.73	285.14	\$19,168.87	1.95
TT6	10H	\$18,883.73	285.14	\$19,168.87	1.95
	20LM	\$18,883.73	285.14	\$19,168.87	1.95
	6R	\$18,883.73	285.14	\$19,168.87	1.95
TT7	11H	\$18,883.73	285.14	\$19,168.87	1.95
	17LM	\$18,883.73	285.14	\$19,168.87	1.95
	3R	\$18,883.73	285.14	\$19,168.87	1.95
TT9	15H	\$18,883.73	285.14	\$19,168.87	1.95
	7LM	\$18,883.73	285.14	\$19,168.87	1.95
	7R	\$18,883.73	285.14	\$19,168.87	1.95
TT21	18H	\$18,883.73	285.14	\$19,168.87	1.95
	7UM	\$18,883.73	285.14	\$19,168.87	1.95
	10V	\$18,883.73	285.14	\$19,168.87	1.95
TT4	6H	\$19,059.70	287.80	\$19,347.50	1.95
	3LM	\$19,059.70	287.80	\$19,347.50	1.95
	3R	\$19,059.70	287.80	\$19,347.50	1.95
TT12	26H	\$19,059.70	287.80	\$19,347.50	1.95
	5LM	\$19,059.70	287.80	\$19,347.50	1.95
	12R	\$19,059.70	287.80	\$19,347.50	1.95
TT2	4H	\$20,727.99	312.99	\$21,040.98	1.95
	18LM	\$20,727.99	312.99	\$21,040.98	1.95
	14R	\$20,727.99	312.99	\$21,040.98	1.95
TT8	14H	\$20,727.99	312.99	\$21,040.98	1.95
	13LM	\$20,727.99	312.99	\$21,040.98	1.95
	8R	\$20,727.99	312.99	\$21,040.98	1.95
Total:				\$529,863.93	

4.0 PERSONNEL

- 4.1 Approval of Personnel Agenda – approve the personnel agenda as attached (See Pages 22 - 25).

Upon call of the roll, the motion carried with a unanimous vote recorded.

ANNOUNCEMENTS BY THE PRESIDENT

None

ADJOURNMENT

A motion was made by Mr. Tiwari and seconded by Ms. Chenette that the meeting be adjourned at 8:43 p.m. Upon call of the question, the motion carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Annette M. Wells".

Annette M. Wells
School Business Administrator/
Board Secretary

**Montgomery Township Board of Education
Travel Reimbursement Requests
2017/2018**

**SCHEDULE A
Travel Reimbursement Requests
2017/2018**

Name	School	Date(s)	Conference	Parking & Tolls	*Mileage (.31)	Meals	Lodging	Regis- tration	Other	Total**	Approved Year- to-Date Total**
Rachel Ledebuhr	LMS	6/25 - 6/29/18	Teachers College Summer Reading Institute					\$850.00	\$165.50	\$1,015.50	\$1,255.50
Lisa Romano	UMS/LMS	6/25 - 6/29/18	Teachers College Summer Reading Institute					\$850.00	\$165.50	\$1,015.50	\$2,018.00
Joanne Tiu	UMS/LMS	6/1/2018	Social Justice Teaching_101					\$35.00		\$35.00	\$377.09

*Excluding Tolls

**Includes Registrations

***Revised Registration Fee

BOE 4/24/18

**SCHEDULE B
Travel Reimbursement Requests
2018/2019**

Name	School	Date(s)	Conference	Parking & Tolls	*Mileage (.31)	Meals	Lodging	Regis- tration	Other	Total**	Approved Year- to-Date Total**
Phyllis Bursh	BO	10/22 - 10/25/18	NJSBA Annual Convention	\$20.00	\$60.20	\$192.00	\$297.00	\$250.00		\$819.20	\$819.20
Nancy Gartenberg	BO	10/22 - 10/25/18	NJSBA Annual Convention	\$30.00	\$49.58	\$192.00	\$297.00	\$250.00		\$818.58	\$818.58
Annette Wells	BO	10/22 - 10/25/18	NJSBA Annual Convention	\$20.00	\$60.20	\$192.00	\$297.00	\$250.00		\$819.20	\$819.20

**SCHEDULE C
Travel Reimbursement Requests
2018/2019**

Name	School	Date(s)	Conference	Parking & Tolls	*Mileage (.31)	Meals	Lodging	Regis- tration	Other	Total**	Approved Year- to-Date Total**
Richard Cavalli	BO	10/22 - 10/25/18	NJSBA Annual Convention	\$20.00	\$60.20	\$192.00	\$297.00	\$250.00		\$819.20	\$819.20

**SCHEDULE D
Travel Reimbursement Requests
2018/2019**

Name	School	Date(s)	Conference	Parking & Tolls	*Mileage (.31)	Meals	Lodging	Regis- tration	Other	Total**	Approved Year- to-Date Total**
Mimkyo Chenette	BO	10/22 - 10/25/18	NJSBA Annual Convention	\$20.00	\$60.20	\$192.00	\$297.00	\$250.00		\$819.20	\$819.20

**SCHEDULE E
Travel Reimbursement Requests
2018/2019**

Name	School	Date(s)	Conference	Parking & Tolls	*Mileage (.31)	Meals	Lodging	Regis- tration	Other	Total**	Approved Year- to-Date Total**
Charles F. Jacey, Jr.	BO	10/22 - 10/25/18	NJSBA Annual Convention	\$20.00	\$60.20	\$192.00	\$297.00	\$250.00		\$819.20	\$819.20

4.1 PERSONNEL**Leaves of Absence**

Location	First	Last	Position	Type of Leave	Dates of Leave/Notes
MHS	Gloria	Ammerman	Paraprofessional AID.HS.TIA.EO.07	Temporary Leave to fill a LR Teaching Position Return to Position	04/23/2018 – 06/30/2018 09/01/2018
MHS	Brian	Grieco	Teacher/Physics TCH.HS.SCNC.MG.05	Leave of Absence Anticipated Return	03/22/2018 – 06/30/2018 (Paid w/Benefits) 09/01/2018
OHES	Latha	Jaipal	Paraprofessional AID.OH.TIA.EO.01	Unpaid Leave Anticipated Return	05/07/2018 -05/11/2018 (Unpaid; waives benefits) 05/14/2018
District	Amy	Monaco	Supervisor of Humanities SPV.K4.LASS.NA.01	Temporary Disability FMLA NJFLA NJFLA Unpaid Leave Anticipated Return	12/08/2017 – 01/19/2018 (Paid w/ Benefits) 01/22/2018 – 04/19/2018 (Unpaid w/ Benefits)-Revised 04/21/2018 – 06/25/2018 (Unpaid w/ Benefits)-Revised 09/04/2018 – 09/14/2018 (Unpaid w/ Benefits)-Revised 09/17/2018 – 09/30/2018 (Unpaid w/ Benefits)-Revised 10/01/2018
OHES	Kyle	Puzikov	Teacher/Grade 2 TCH.OH.TCHR.02.02	Temporary Disability FMLA Anticipated Return	04/09/2018 – 04/19/2018 (Paid w/ Benefits) – Revised 04/20/2018 – 06/22/2018 (Unpaid w/ Benefits)-Revised 09/01/2018

Appointments/Renewals (Certificated Staff)

Location	First	Last	Position	Replacing	Degree	Step	Salary	Pro-rated	Dates of Employment/Notes
LMS/UMS	Gloria	Ammerman	Teacher – Spanish (Leave Replacement) TCH.LM.WLNG.MG.01 TCH.LM.WLNG.MG.03	Martha Ospina	BA	2-3	\$60,240	Yes	04/23/2018 – 06/30/2018
OHES	Denise	De Camp	Teacher - BSI/Academic Support (Leave Replacement) TCH.OH.BSL.MG.06	Lisa Gappa	MA	1	\$65,440	Yes	05/01/2018 – 06/30/2018
OHES	Shannon	McKenna	Teacher – Grade 2 (Leave Replacement) TCH.OH.TCHR.02.02	Kyle Puzikov	BA	1	\$59,440	Yes	04/10/2018 – 06/30/2018 Revised

OHES	Marilyn	Memninger *	Teacher – Kindergarten (Leave Replacement) TCH.OH.TCHR.KD.02	Laura Boss	BA	1	\$59,400	Yes	05/14/2018 – 06/30/2018
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Appointments/Renewals (Non-Certificated Staff)

Location	First	Last	Position	Replacing	Step	Salary	Pro-rated	Dates of Employment/Notes
OHES	Kirsten	Brendel	Paraprofessional AID.OH.FPS.MG.01	Erin Connors	1	\$24,700	Yes	04/16/2018 – 06/30/2018

Appointments/Substitutes

Location	First	Last	Position	Status	Dates of Employment/Notes
DISTRICT	Maureen	Coletti	Substitute Teacher	NEW	2017-2018
DISTRICT	Olivia	Mazzafarro	Student Teacher/Substitute Teacher	RESCIND	2017-2018
DISTRICT	Rebecca	Witte	Student Teacher/Substitute Teacher	NEW	2017-2018

Appointments – Mentor Teachers

Location	Provisional Teacher/Mentee	Mentor Teacher	Route	Stipend	Pro-rated	Dates of Employment
OHES	Shannon McKenna	Kimberly Charette	Traditional	\$165.00	Yes	04/10/2018 - 06/30/2018
VES	Kimberly Ryan	Casey Maxwell	Traditional	\$165.00	Yes	04/23/2018 - 06/30/2018

Tuition Reimbursement

Location	First	Last	School	Semester	Credits	Reimbursed Amount	Course
MHS	Carlee	Dragon	University of LaVerne	Summer 2018	3	\$345.00	Eating Disorders: A Psychological Battle
MHS	Carlee	Dragon	University of LaVerne	Summer 2018	3	\$345.00	Drugs: Licit and Illicit
MHS	Carlee	Dragon	University of LaVerne	Summer 2018	3	\$345.00	Fit for Life
LMS	Katie	Foster	University of Kansas	Summer 2018	3	\$1725.00	Multicultural Education
LMS	Katie	Foster	University of Kansas	Summer 2018	3	\$1725.00	Pedagogical Considerations in the 21 st Century Classroom
VES	Diana	Loiacono	Fairleigh Dickinson University	Summer 2018	1	\$677.25	Orton Gillingham for Resource Center Teaching
MHS	Anna	Panova-Cicchino	University of Wisconsin	Summer 2018	3	\$1323.00	Curriculum Theory & Practice
LMS	Allison	Pungello	Lesley University	Summer 2018	3	\$1875.00	Concepts of Calculus: Change & Infinity
MHS	Susan	Teza	University of Wisconsin	Summer 2018	3	\$1440.00	Curriculum Theory & Practice
MHS	Susan	Teza	University of Wisconsin	Summer 2018	2	\$882.00	Math Assessment for Response to Intervention

Co-Curricular 2017-2018

Location	First	Last	Position	Stipend	Dates of Employment/Notes
MHS	Norman	Gebhart	Winter Girls Basketball Coach (Part Time)	\$2,000	2017-18 Winter Season (Reimbursed by the Booster Club)
MHS	Meghan	Molinaro	Fall Soccer Coach (Part Time)	\$1,850	2017-18 Fall Season (Reimbursed by the Booster Club)

Other

Location	First	Last	Assignment	Salary/Stipend	Dates of Employment/Notes
UMS	Mark	Accardi	Teaching 1 Additional Block	\$ 1,944.31	04/17/2018 – 05/25/2018
UMS	Gloria	Ammerman	Teacher 1 Additional Block	\$ 129.08	04/17/2018 and 04/19/2018
MHS	Rama	Bulusu	Teaching 2 Additional Blocks	\$10,827.44	03/26/2018 – 06/30/2018 – Revised
MHS	Elizabeth	Dilgard	Teaching 1 Additional Block	\$ 4,197.46	03/26/2018 – 06/30/2018 – Revised
UMS	Jessica	Giboyeaux	Teaching 1 Additional Block	\$ 436.85	04/16/2018 – 04/20/2018
MHS	Jason	Sullivan	Teaching 2 Additional Blocks	\$13,087.12	03/26/2018 – 06/30/2018 – Revised
OHES	Jessica	Cesario	Supplemental Speech	\$59.98/hour	04/25/2018 – 06/21/2018 Not to exceed 30 hours
OHES	Jennifer	Malik-Lawson	Supplemental Speech	\$59.98/hour	04/25/2018 – 06/21/2018 Not to exceed 30 hours
OHES	Christine	O'Lone	Supplemental Speech	\$59.98/hour	04/25/2018 – 06/21/2018 Not to exceed 30 hours
OHES	Anna	Quick	Supplemental Speech	\$59.98/hour	04/25/2018 – 06/21/2018 Not to exceed 30 hours
VES	Marissa	Nicholas	Supplemental Speech	\$59.98/hour	04/25/2018 – 06/21/2018 Not to exceed 30 hours
MHS	Danielle	Olney	Supplemental Speech	\$59.98/hour	04/25/2018 – 06/21/2018 Not to exceed 30 hours

***Pending Criminal Background Clearance**