

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Skillman, New Jersey 08558

Meeting, Tuesday, May 27, 2014
7:00 p.m. Executive Session
7:30 p.m. Public Session
Upper Middle School Media Center

AGENDA FOR 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. April 8, 2014 Executive Session Meeting
2. April 8, 2014 Workshop and Special Meeting
3. April 22, 2014 Executive Session Meeting
4. April 22, 2014 Organization of Business and Academic Affairs Meeting/Business Meeting
5. April 29, 2014 Public Hearing on the 2014-2015 Budget 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.

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/First Reading – Accept the following policies as a first reading:

- 0141 Board Member Number and Term
- 0143 Board Member Election and Appointment
- 1581 Victim of Domestic or Sexual Violence Leave
- 3125 Employment of Teaching Staff Members
- 3230 Outside Activities for Teaching Staff Members
- 3240 Professional Development for Teachers and School Leaders
- 3282 Use of Social Networking Sites
- 4125 Employment of Support Staff Members
- 4230 Outside Activities for Support Staff Members
- 8468 Crisis Response

1.3 Policy Second Reading and Adoption – Accept and adopt the following policies and regulation following a second reading:

- 5611 Removal of Pupils from the General Education Programs for Weapons/Firearms Offenses
- 5611R Removal of Pupils from the General Education Programs for Weapons/Firearms Offenses Regulation
- 6511 Direct Deposit
- 7522 School District Provided Technology Devices to Staff Members
- 7523 School District Provided Technology Devices to Pupils

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 2014/15 school year.

<u>Pupil ID</u>	<u>School</u>	<u>TUITION</u>		
		<u>ESY</u>	<u>RSY</u>	<u>Total for Year</u>
158877	Douglass Development Center	\$20,200.00	\$101,000.00	\$121,200.00
220112	Morris-Union Jointure Commission	\$13,978.00	\$85,282.00	\$99,260.00
181201	Morris-Union Jointure Commission	\$13,978.00	\$85,282.00	\$99,260.00
009220	Morris-Union Jointure Commission	\$13,978.00	\$85,282.00	\$99,260.00
100041	Morris-Union Jointure Commission	\$13,978.00	\$85,282.00	\$99,260.00

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

CONSULTANT NAME/VENDOR	SERVICES PROVIDED	RATES OF SERVICE
Middlesex Regional Educational Services Commission	Medical Bedside Instruction	\$41.00/hour
NJ Commission for the Blind and Visually Impaired	Educational Services	Level 1 \$1,750 Level 2 \$4,200 Level 3 \$11,750 Level 4 \$13,325

2.3 Chapter 192/193 Funding Approval - Approve additional funding under the provisions of Chapters 192/193, Nonpublic Auxiliary and Handicapped Services, in the amount of \$5,804.00 for the 2013-14 school year to be allocated as follows:

	<u>New Funding</u>	<u>Year-to-Date</u>
Chapter 193 IE &RE	\$5,570.00	\$17,824.00
Chapter 193 Speech	\$234.00	\$6,015.00

2.4 Donation Acceptance – Accept the following donation from L. Seamon:

<u>Item(s)</u>	<u>Use</u>
DJ equipment including: Speakers (2) Speaker stands (2) Mixing Table Wires Wireless Microphone Strobe Light CD Changer	MHS Audio Visual Program

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 April 30, 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 April 30, 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 April 30, 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 April 30, 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 May – 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 Schedule A.
- 3.7 Travel Reimbursement – 2013/2014 and 2014/2015 – approve the Board member and/or staff conference and travel expenses as per Schedule B.
- 3.8 Travel Reimbursement – 2013/2014 and 2014/2015 – approve the Board member and/or staff conference and travel expenses as per Schedule C.
- 3.9 Travel Reimbursement – 2013/2014 and 2014/2015 – approve the Board member and/or staff conference and travel expenses as per Schedule D.
- 3.10 Travel Reimbursement – 2013/2014 and 2014/2015 – approve the Board member and/or staff conference and travel expenses as per Schedule E.
- 3.11 Travel Reimbursement – 2013/2014 and 2014/2015 – approve the Board member and/or staff conference and travel expenses as per Schedule F.
- 3.12 Schedule for Requisition of Taxes - approve the schedule for requisition of taxes from Montgomery Township for the 2014-2015 school year.

**MONTGOMERY TOWNSHIP BOARD OF EDUCATION
TAX LEVY SCHEDULE FOR 2014-2015
MONTGOMERY TOWNSHIP**

	General Fund	Debt Service	Total
1-Jul-14	5,573,385.00	1,774,927.00	7,348,312.00
1-Aug-14	5,573,384.50	1,774,927.50	7,348,312.00
2-Sep-14	5,511,233.00		5,511,233.00
1-Oct-14	5,511,233.00		5,511,233.00
3-Nov-14	5,511,233.00		5,511,233.00
1-Dec-14	5,511,233.00		5,511,233.00
TOTAL 2014	33,191,701.50	3,549,854.50	36,741,556.00
2-Jan-15	5,531,950.00	1,183,285.00	6,715,235.00
2-Feb-15	5,531,950.00	1,183,285.00	6,715,235.00
2-Mar-15	5,531,951.50	1,183,284.50	6,715,236.00
1-Apr-15	5,531,950.00		5,531,950.00
1-May-15	5,531,950.00		5,531,950.00
1-Jun-15	5,531,950.00		5,531,950.00
TOTAL 2015	33,191,701.50	3,549,854.50	36,741,556.00
TOTAL LEVY	66,383,403.00	7,099,709.00	73,483,112.00

3.13 Schedule for Requisition of Taxes - approve the schedule for requisition of taxes from the Borough of Rocky Hill for the 2014-2015 school year.

**MONTGOMERY TOWNSHIP BOARD OF EDUCATION
TAX LEVY SCHEDULE FOR 2014-2015
ROCKY HILL**

	General Fund	Debt Service	Total
1-Jul-14	\$153,623.00	\$14,225.00	\$167,848.00
1-Aug-14	\$167,847.00		\$167,847.00

2-Sep-14	\$125,884.50		\$125,884.50
1-Oct-14	\$125,886.00		\$125,886.00
3-Nov-14	\$125,886.00		\$125,886.00
1-Dec-14	\$125,886.00		\$125,886.00
TOTAL 2014	\$825,012.50	\$14,225.00	\$839,237.50
2-Jan-15	\$137,502.50	\$14,225.00	\$151,727.50
2-Feb-15	\$137,502.00		\$137,502.00
2-Mar-15	\$137,502.00		\$137,502.00
1-Apr-15	\$137,502.00		\$137,502.00
1-May-15	\$137,502.00		\$137,502.00
1-Jun-15	\$137,502.00		\$137,502.00
TOTAL 2015	\$825,012.50	\$14,225.00	\$839,237.50
TOTAL LEVY	\$1,650,025.00	\$28,450.00	\$1,678,475.00

3.14 Food Service Management Agreement – that the Board of Education renew the agreement with COMPASS GROUP USA, INC., by and through its CHARTWELLS Division as the district's Food Services management company for the 2014-2015 school year with the following management fee, guaranteed return and investment:

A. DURATION OF AGREEMENT

1) This agreement begins on July 1, 2014 and ends on June 30, 2015.

B. MANAGEMENT FEE(S)/GUARANTEES

1) FEES

Chartwells shall charge the Local Education Agency an Administrative Fee of five thousand two hundred and fifty two dollars (\$5,252) per month for ten (10) months for an annual total of fifty two thousand five hundred and twenty dollars (\$52,520) during the academic year. Chartwells' Administrative Fee represents its overhead expenses necessary to operate the food service including, but not limited to: area and zone supervision; general support provided by Chartwells' corporate offices, including without limitation, accounting, purchasing, tax, legal, research, safety,

quality assurance, payroll, auditing and other related administrative functions.

Management Fee. Chartwells shall charge the Local Education Agency a Management Fee of five thousand and fifty dollars (\$5,050) per month for ten (10) months for an annual total of fifty thousand five hundred dollars (\$50,500) during the academic year.

2) GUARANTEE

Conditional Guaranteed Return. Chartwells guarantees that the return to the LEA from the Food Service Program for the school year will be \$100,000. If the annual operating statement shows a return less than \$100,000, Chartwells will reduce its Management and Administrative Fee by the difference between the actual and the guaranteed amount, but in no event shall the reimbursement obligation exceed the amount of Chartwells' Management and Administrative Fee, as set forth above. The Guaranteed Return is based on the following conditions and assumptions remaining in effect for the school year.

1) CONDITIONS

- a) Cash and/or reimbursement levels from State and Federal sponsors do not fall below the levels estimated in Chartwells' proposed budget.
- b) The value of USDA donated foods will not be less than the value of USDA donated foods estimated in the previous Agreement year.
- c) The number of days meals are served during the school year will not be less than:

<u>School Category</u>	<u>Breakfast</u>	<u>Lunch</u>
Elementary Schools	N/A days	180 days
Middle Schools	N/A days	174 days
High Schools	N/A days	174 days

- d) Changes in district policies, practices and serving requirements including but not limited to changes in bell schedules, meal service periods or proposed staffing may result in an adjustment.
- e) The student enrollment for the current year will not be less than 4,850 students.
- f) The level of wages, salaries and fringe benefits will not exceed those included in Chartwells' budget. In the event of an increase in wages or fringe benefits payable to employees as a result of unionization or changes in minimum wage rates or taxes, the guarantee shall from the date of increase in wages, minimum wage rates, taxes or fringe benefits be adjusted by such actual increase.
- g) The number of participating health insurance participants does not exceed the level of participants in the prior year.

- h) The selling prices of Menu Pattern Meals and a la carte selections will not be less than the prior year.
- i) Service will not be interrupted as a result of fire, work stoppage, strike or school closing.
- j) The LEA and its representatives including but not limited to, school principals, teachers and LEA employees shall fully cooperate with Chartwells in the implementation of the Food Service Program. The LEA shall fully cooperate with Chartwells to limit the expansion of competitive food sales in order to maximize the gross receipts and other non-cash sales of the Food Service Program.
- k) The LEA shall have timely submitted all documentation for reimbursement claims, except where such failure is due to an act or omission of Chartwells.
- l) Make-up days due to inclement weather shall have equal or greater sales revenue as a normal day of operation for the period in which the inclement weather cancellation occurred.
- m) There are no bad debts, including losses from uncollectible accounts. In the event there are bad debts/uncollected funds, such amounts shall be factored into the guarantee as if they were collected in full.
- n) The number of students eligible for free and reduced price meals will be no less than that estimated in Chartwells' proposed budget.
- o) USDA donated foods received by the LEA are compatible with the menus outlined in writing by Chartwells.

In the event the foregoing conditions are not met during the school year, Chartwells' guarantee obligation shall be reduced by an amount equivalent to any increased cost or loss of revenue attributable to the changes in such conditions.

3.15 School Lunch Prices – 2014/2015 – approve the following lunch prices and à la carte items as attached on Schedule A for the 2014/2015 school year:

<u>Type A Lunches</u>		<u>Milk Prices</u>	
Elementary (Grades 1-6)	\$2.25	Student	\$0.60
Middle School (Grades 7-8)	\$2.90	Adult	\$0.60
High School	\$2.90		
Reduced	\$0.40		
Adult at Elementary Schools	\$2.80		

Adult at Middle Schools \$2.90

3.16 Approval of Fees for the 2014-15 School Year – approve the following fees for the 2014-15 school year:

- High School student parking fee -- \$200
- Student Activity Participation Fee at the High School and Upper Middle School for those students participating in athletics and clubs -- \$100
- High School football games – Adults \$5, Students \$2
- High School basketball games – Adults \$4, Students \$2
- High School wrestling matches – Adults \$4, Students \$2
- High School fall play – Adults \$5, Students \$4
- High School spring musical – Adults \$7, students \$6
- Upper Middle School spring musical – Adults \$7, Students \$6

3.17 Approval for Doctor to Conduct Commercial Driver Physicals for the District- that the Board approve Dr. Joseph J. Pecora, III, 9 Dutchtown Rd., Belle Mead, NJ to conduct Commercial Driver physicals for district school bus drivers at a fee of \$115.00 each plus lab processing, for the 2014-2015 school year.

3.18 Receipt/Award of Bid – Custodial Services for the Lower Montgomery Middle School (B15-05) – Bids were received on May 14, 2014 for custodial services for the Lower Montgomery Middle School as follows:

Vendor

It is recommended that the Board of Education award the bid for custodial services for the Lower Montgomery Middle School as follows:

Vendor

3.19 Receipt and Award of Quote – Lease Purchase Financing (Quote #Q15-03) – Quotes were received on May 21, 2014 for lease purchase financing for the Montgomery Township School District as follows:

Vendor

Base Bid

It is recommended that the Board of Education award Quote Q15-03 for lease purchase financing for the Montgomery Township School District as follows:

Vendor

3.20 Approval for the Purchase of Powerheart AED Life Safety Supplies, Training and Management Program – Approve the purchase of 11 Powerheart AED G3 wall packages, 16 hard carry case packages, four soft carry case packages, misc. wall signs, CPR/AED courses and management program entered into on behalf of the State of New Jersey

Division of Purchase and Property pursuant to N.J.S.A. 18A:18A-10 under the New Jersey State Contract Title, Building Mgmt – Life Safety Equipment (T-2478):

<u>Vendor</u>	<u>State Contract #</u>	<u>Total</u>
Team Life, Inc. Colts Neck, NJ	#84690	\$50,187.83

- 3.21 Approval for the Purchase of District Technology Equipment and Supplies – approve the purchase of Brightlinks with installation, Cad Lab, adapters, Laptops, docking stations, Controller Servers, printers, convertible tablet/laptops, desktop monitors and computers, Chromebooks and other miscellaneous technology supplies entered into on behalf of the Middlesex Regional Educational Services Commission Cooperative Pricing System #65MCESCCPS, Technology Supplies Bid # MRESC 13/14-04.

<u>Vendor</u>	<u>Contract Title and MRESC Contract #</u>
CDW-G \$731,538.13 Vernon Hills, IL	Technology Supplies Bid # MRESC 13/14-04

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