

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Minutes of the Tuesday, September 16, 2014 7:15 P.M Business Meeting

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

The Montgomery Township Board of Education held a business meeting on Tuesday, September 16, 2014 at 7:15 p.m.

OPENING OF THE MEETING

- A. The Montgomery Township Board of Education held a business meeting on Tuesday, September 16, 2014 in the Upper Middle School Media Center.
- B. Roll Call - The following Board members were present: Sandra Donnay, Dharmesh Doshi, Nick Hladick, Judy Humza, Adelle Kirk-Csontos, Anne Michaelson and Dr. Lei Yu

The following Board members were absent: Humberto Goldoni and Arun Rimal

Also Present: Nancy Gartenberg, Superintendent
Deborah Sarmir, Assistant Superintendent
Thomas M. Venanzi, Business Administrator/
Board Secretary

Annette M. Wells, Associate School Business Administrator/
Assistant Board Secretary
Anjali Ravichandran, Student Representative

- C. EXECUTIVE SESSION – A motion was made by Ms. Kirk-Csontos and seconded by Ms. Michaelson that the board adopt a resolution to go into executive session at 7:17 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 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.

- D. RETURN FROM EXECUTIVE SESSION – The Board returned from Executive Session at 7:30 p.m.

- E. Vice President Kirk-Csontos then 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 meeting on January 8, 2014 and September 9, 2014. 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.
- F. Vice President Kirk-Csontos then led everyone in the Salute to the Flag.
- G. Vice President Kirk-Csontos welcomed all to the business meeting.

NEW BUSINESS FROM BOARD/PUBLIC

None

APPROVAL OF MINUTES

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

August 26, 2014 Executive Session Meeting
August 26, 2014 Workshop and Business Meeting

Upon call of the question, the motion carried with five members voting in favor and Ms. Humza and Dr. Yu abstaining.

ACCEPTANCE OF CORRESPONDENCE

A motion was made by Dr. Yu and seconded by Ms. Humza to approve the acceptance of the correspondence as follows:

1. Email dated 8/24/14 from P. Holzer regarding 14/15 school budget
2. Email dated 8/26/14 from S. Hague regarding parent pick-up at UMS
3. Email dated 8/27/14 from W. Beadling regarding textbook
4. Email dated 8/27/14 from A. Wirsul regarding 8/26/14 board meeting
5. Email dated 8/27/14 from M. Ewing regarding allergies
6. Email dated 8/27/14 from E. Weitze regarding full day kindergarten
7. Email dated 8/27/14 from A. Sanyal regarding school start times
8. Email dated 9/9/14 from W. Beadling regarding textbook
9. Email dated 9/9/14 from T. Westervelt regarding legal issue
10. Email dated 9/9/14 from W. Beadling regarding 9/9/14 board meeting

Upon call of the question, the motion carried unanimously.

SUPERINTENDENT'S REPORT

Ms. Gartenberg reported that school is in full swing. She also advised the board and public on the following items:

- The back to school nights were well attended so far with more to come.
- On September 11th she attended a special ceremony at Lower Middle School. A former student who had written a poem about 9/11 came back to the district to read the poem to the LMS students.
- The administrators received training on school governance and ethics.
- Presentations will be made at board meetings in October and November on student engagement and state test results. Ms. Mattis will also hold an HIB parent evening.

These events will be coming out in the e-news.

Minority Recruitment

Ms. Mattis gave a report on minority recruitment. Twenty-seven new certificated staff members were hired through the month of September with 16% being minorities.

Ms. Mattis discussed recruitment tools employed by the district to increase minority recruitment. The Human Resources Advisory Committee was also given the charge to identify ways to increase minority recruitment in the district.

ACTION AGENDA

PUBLIC COMMENTS

Mr. John Kumpf discussed policy 0167, Public Participation in Board Meetings. He like the idea of the chain of command but asked if that precluded members of the public from coming to the board meeting with issues. He questioned if the board would consider an item under #6 to include that the presiding officer can ask for clarification. He also questioned if the committee considered putting into the policy the answering of all questions at the end of the public comment.

Ms. Kirk-Csontos responded that issues should be brought to the lowest level first and should go through the proper chain of command before coming to the board.

Mr. Doshi responded that the wording in the policy to follow the chain of command and "only act on complaints in the event of a failure of an administrative solution" is in the Board Member Code of Ethics.

Ms. Kirk-Csontos stated that it is the role of a board member to set policy and not run the district.

The board agreed to have the policy committee take another look at this policy.

1.0 ADMINISTRATIVE

A motion was made by Mr. Doshi and seconded by Ms. Humza to approve agenda item 1.1 as follows:

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

- 3283 Electronic Communications between Teaching Staff Members and Students
- 4283 Electronic Communications between Support Staff Members and Students

Upon call of the roll, the motion carried with six members voting in favor and Mr. Hladick voting against.

A motion was made by Ms. Humza and seconded by Mr. Doshi to approve agenda item 1.2 – Policy 0144 as follows:

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

- 0144 Board Member Orientation

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

A motion was made by Ms. Humza and seconded by Mr. Hladick to approve agenda item 1.2 – Policy 0155 as follows:

- 0155 Board Committees

Upon call of the roll, the motion carried with six members voting in favor and Ms. Kirk-Csontos voting against.

A motion was made by Ms. Humza and seconded by Mr. Doshi to table agenda item 1.2 – Policy 0167 as follows:

- 0167 Public Participation in Board Meetings

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

A motion was made by Ms. Humza and seconded by Dr. Yu to approve agenda item 1.3 as follows:

1.3 Charge for HRAC – Approve the Board of Education Charge for the Human Resources Advisory Committee (HRAC) as follows:

To investigate viable and creative recruitment resources to increase the minority candidate pool for certificated staff members and to provide the Board with an analysis of the resources identified, including but not limited to:

- Evidence of success rate of resource
- Method
- Cost to the District
- References from clients

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

A motion was made by Dr. Yu and seconded by Mr. Doshi to approve agenda item 1.4 as follows:

1.4 District Goals 2014-2015 – Accept the District Goals for 2014-2015 as follows:

- To develop specific communication protocols with parents, staff and community members that are consistent in message and reflect the vision of the district to engage each child in reaching his/her fullest potential.
- 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.
- To identify and implement social-emotional programming appropriate for all schools by June 2015 and identify the appropriate assessments to measure the efficacy of the programs.
- To explore the feasibility of full day kindergarten for the 2016-2017 school year.

Upon call of the roll, the motion carried with six members voting in favor and Mr. Hladick voting against.

A motion was made by Ms. Humza and seconded by Mr. Hladick to approve agenda item 1.5 as follows:

- 1.5 Approval of Demographic Study – Approve the proposal to perform a demographic study submitted by Statistical Forecasting for a cost of \$6,000 which includes a presentation to the Board of Education.

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

2.0 CURRICULUM & INSTRUCTION

A motion was made by Dr. Yu and seconded by Mr. Hladick to approve agenda items 2.1 through 2.5 as follows:

- 2.1 Out-of-District Placements – Approve the following Out-of-District placements for the 2014/15 school year.

Pupil ID	School	Dates	TUITION		
			ESY	RSY	Total for Year
000530	Cambridge School	7/25/2014 – 8/30/2014 9/3/2014 - 1/31/2015	\$3,070.00	\$25,742.52	\$28,812.52
100842	Cambridge School	7/25/2014 – 8/30/2014 9/3/2014 - 1/31/2015	\$1,571.25	\$25,742.52	\$27,313.77
102457	Titusville Academy	Withdrawn as of 8/26/2014		\$47,341.84	\$47,341.84
255791	Hunterdon Learning Center	Withdrawn as of 9/9/2014	\$1,680.00	\$43,200.00	\$44,880.00

- 2.2 Consultant Approvals 2014/2015 – Approve the following consultants for the 2014/15 school year.

CONSULTANT NAME/VENDOR	SERVICES PROVIDED	RATES OF SERVICE
Northwest Area School District	Medical Bedside Instruction	\$61.29/day
Bucks County Intermediate Unit #22	Medical Bedside Instruction	\$56.71/day
American Red Cross	Professional Development for six high school teachers on water safety instruction; September 29, 2014-October 3, 2014	\$2,100.00

- 2.3 Rutgers School of Health Related Professions – Approve agreement for the 2014-2015 school year to participate in their supervised clinical experience to be conducted in the District in the Occupational Therapy Assistant (OTA) program for one Rutgers student at no cost to the district.

2.4 Donation Acceptance – Accept the following donation to the District:

<u>From</u>	<u>Item(s)</u>	<u>Use</u>
M. Kilany	Canon Photo Printer PIXMA MP810 HP DeskJet 5440 Sony LCD monitor, 19 inch	District students

2.5 Tuition Student – Approve I.M. as an 11th grade tuition student at Montgomery High School at the rate of \$14,094.00 for the 2014-2015 school year.

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

3.0 FINANCE

A motion was made by Mr. Hladick and seconded by Dr. Yu to approve agenda items 3.1 through 3.8 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 August 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 August 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 August 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 August 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 September – approve the monthly bills as follows:

General Operating	\$6,883,969.69
Food Services	\$123.81

- 3.6 Travel Reimbursement – 2014/2015 – approve the Board member and/or staff conference and travel expenses as per the attached list (see Page 10).
- 3.7 Approval of Paperless Board Meeting Service – approve an annual agreement with the New Jersey School Boards Association for the paperless board meeting service at an annual cost of \$2,360.
- 3.8 Settlement Agreement– Approve the following resolution pertaining to a special education settlement agreement:

BE IT RESOLVED by the Montgomery Board of Education (hereinafter referred to as the “Board”) that the terms, stipulations and conditions as established in the Settlement Agreement and Release between the Board and D.W and C.W. o/b/o D.W., which is annexed to this Resolution, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Settlement Agreement and Release and any other documents necessary to effectuate the settlement.

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

4.0 PERSONNEL

A motion was made by Dr. Yu and seconded by Ms. Humza to approve agenda item 4.1 as attached (see Pages 11 - 15).

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

ANNOUNCEMENTS BY THE PRESIDENT

Ms. Kirk Csontos thanked the administration and teachers for a smooth start to the school year. She reported that the convocation was an amazing event to experience, and she urged the other board members to attend in the future.

Ms. Kirk-Csontos reported that the NJSBA Conference will be occurring in October. This year, the board will have the highest number of board members attending.

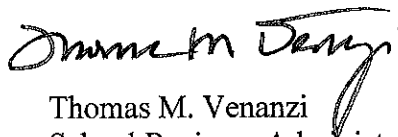
Ms. Kirk-Csontos announced that there will be an open Finance and Budget Committee meeting on October 16 at 7:00 p.m. in the UMS Auditorium. She hopes that members of the public will come out and share their ideas on the development of the 2015-16 budget.

The board election will be held on November 4th. There are five candidates running for three positions. The MTEA will hold a candidates night. She urged everyone to vote on November 4th.

ADJOURNMENT

A motion was made by Dr. Yu and seconded by Mr. Doshi to adjourn the meeting at 8:18 p.m. Upon call of the question, the motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas M. Venanzi". The signature is written in a cursive style with a large, sweeping flourish at the end.

Thomas M. Venanzi
School Business Administrator/
Board Secretary

**Montgomery Township Board of Education
Travel Reimbursement Requests
2014/2015**

Name	School	Date(s)	Conference	Parking & Tolls	*Mileage (.31)	Meals	Lodging	Registration	Other	Total**	Approved Year-to-Date Total**
Fiona Borland	BO	10/16 - 10/17/14	2014 FEA/NJPSA Fall Conference		\$26.04			\$275.00		\$301.04	\$305.32
Craig Buszka	MHS	10/14/2014	NJ Science Teachers Convention					\$185.00		\$185.00	\$460.00
Thomas Desisto	BO	10/17/2014	Project Management Workshop					\$199.00		\$199.00	\$199.00
Melissa Fattorusso	MHS	10/9/2014	PARCC Train the Trainer Conference		\$5.77			\$199.00		\$204.77	\$204.77
Temmy Kim	MHS	10/9/2014	PARCC Train the Trainer Conference					\$199.00		\$199.00	\$199.00
Heather Lilly	OHES	10/14/2014	NJ Science Teachers Convention					\$185.00		\$185.00	\$185.00
Mary McLoughlin	BO	9/22/2014	Affirmative Action Officer - Discrimination Issues/Sexual Harassment		\$11.35			\$75.00		\$86.35	
Mary McLoughlin	BO	2/9/2015	Section 504 of the Rehabilitation Act of 1973		\$11.35			\$150.00		\$161.35	
Mary McLoughlin	BO	3/9/2015	Legally Compliant IEPs & Holding Compliant IEP Meetings		\$11.35			\$150.00		\$161.35	\$470.15
Jamie Meeker	MHS	10/9/2014	PARCC Train the Trainer Conference		\$7.01			\$199.00		\$206.01	\$570.21
Damian Pappa	BO	12/9/2014	Lawfully Managing Student Records Without Violating Privacy Rights	\$15.00				\$289.00		\$304.00	\$363.00
Lisa Pliskin	VES	10/14/2014	NJ Science Teachers Convention					\$185.00		\$185.00	\$185.00
Jessica Ritson	MHS	9/17/2014	University of Virginia Counselor Conference						\$15.00	\$15.00	\$15.00
Deborah Sarmir	BO	10/14/2014	NJ Science Teachers Convention					\$185.00		\$185.00	\$1,668.08
Jason Sullivan	MHS	10/14/2014	NJ Science Teachers Convention					\$185.00		\$185.00	\$185.00
Evangelina Thornton	MHS	10/9/2014	PARCC Train the Trainer Conference					\$199.00		\$199.00	\$199.00
Amy Wish	VES	10/14/2014	NJ Science Teachers Convention					\$185.00		\$185.00	\$244.00
Jen Yulo	VES	10/14/2014	NJ Science Teachers Convention					\$185.00		\$185.00	\$185.00
Ron Zalika	BO	10/16 - 10/17/14	2014 FEA/NJPSA Fall Conference		\$14.57			\$350.00		\$364.57	\$460.76

*Excluding Tolls

**Includes Registrations.

**Estimated

BOE

9/16/14

4.1 PERSONNEL

Transfers/Voluntary Reassignments

New Position/ Location	Name	Previous Position/Location	Step	Salary	Pro- rated	Dates of Employment/Notes
TIA/EO/1:1 @ LMS	Carol Deangelo AID.L.M.TIA.EO.05	TIA/Resource Center @ LMS	8-9	\$24,188		09/01/2014 – 06/30/2015
TIA/Resource Center @ UMS	Alex Kristopovich AID.U.M.TIA.RC.05	TIA/LD @ UMS	1-2	\$23,388		09/01/2014 – 06/30/2015
TIA/Resource Center & EO/1:1 @ 48% @ LMS	Luann Oldis AID.L.M.TIA.EO.02	TIA/EO/1:1 @ 48% @ OHES	1-2	\$11,226		09/01/2014 – 06/30/2015
TIA/EO/1:1 @ LMS	Irene Risley AID.L.M.TIA.EO.03	TIA/Resource Center @ LMS	12-13	\$25,378		09/01/2014 – 06/30/2015

Appointments/Reinstatements (Certificated Staff)

Location	Name	Position	Replacing	Step	Salary	Pro- rated	Dates of Employments/Notes
OHES	Ashley-Rose Sherman TCH.OH.RCHR.01.07	Teacher/Grade 1 (Leave Replacement)	Lindsay Fox	MA Step 1-2	\$63,030	Yes	10/20/2014 – 02/25/2015

Appointments/Reinstatements (Non-Certificated Staff)

Location	Name	Position	Replacing	Step	Salary	Pro-rated	Dates of Employments/Notes
OHES	Donna Rechter AID.0H.TIA.EO.16	TIA	New	Step 1-2	\$23,388	Yes	Contingent upon replacement approval – 06/30/2015
OHES	Latha Jaipal AID.0H.TIA.EO.01	TIA	Maria Gelinas	Step 3-5	\$23,588	Yes	09/17/2014 – 06/30/2015
VES	Suchita Patel AID.VS.TIA.EO.03	TIA	New	Step 8-9	\$24,188	Yes	Contingent upon replacement approval – 06/30/2015
LMS	Cathy Thompson AID.LM.TIA.RC.05	TIA	New	Step 3-5	\$23,588	Yes	Contingent upon replacement approval – 06/30/2015
UMS	Michael Holinko AID.UM.TIA.RC.05	TIA	New	Step 3-5	\$23,588	Yes	Contingent upon replacement approval – 06/30/2015

Appointments/Mentor Teachers

Location	Provisional Teacher/Mentee	Mentor Teacher	Route	Stipend	Pro-rated	Dates of Employment/Notes
UMS	Kelsey Donovan	Catherine Mislán	Traditional	\$550.00		2014-2015 School Year

Home Instruction 2014-2015

Location	Name	Position	Hourly Rate	Dates of Employment/Notes
MHS	Jennifer L Marshall	Home Instruction	\$58.35	2014-2015 School Year
MHS	Kathy Schramm	Home Instruction	\$58.35	2014-2015 School Year
MHS	Jenna Enos	Home Instruction	\$58.35	2014-2015 School Year
MHS	Dan Fishman	Home Instruction	\$58.35	2014-2015 School Year
MHS	Dana Newbury	Home Instruction	\$58.35	2014-2015 School Year
MHS	Morgan Sawin	Home Instruction	\$58.35	2014-2015 School Year
LMS	Luann Ausen	Home Instruction	\$58.35	2014-2015 School Year
LMS	Lesley Haas	Home Instruction	\$58.35	2014-2015 School Year
LMS	Rachel Ledebuhr	Home Instruction	\$58.35	2014-2015 School Year
LMS	Lynn Powers	Home Instruction	\$58.35	2014-2015 School Year
LMS	Susan Sheerin	Home Instruction	\$58.35	2014-2015 School Year
LMS	Mike Warvolls	Home Instruction	\$58.35	2014-2015 School Year
LMS	Wing (Annie) Yip	Home Instruction	\$58.35	2014-2015 School Year
LMS	Enrica Pirone	Home Instruction	\$58.35	2014-2015 School Year

Appointments 2014-2015 (To Be Funded by Title I)

Location	Name	Position	Hr. Rate	Dates/Notes
OHES	Eric Sletteland	The Bridges Program Coordinator	\$800/program	9/17/2014 – 6/23/2014
LMS	Annie (Wing) Yip	The 7 th Period Program Coordinator	\$1600/program	9/17/2014 – 6/23/2014
VES	Amanda Bassford	Fun Fridays – Coordinator	\$1,000/program	9/17/2014 – 6/23/2014
VES	Jennifer Furman	Fun Fridays – Coordinator	\$1,000/program	9/17/2014 – 6/23/2014
MHS	Brady Chenot	Achieve MHS Coordinator	\$2,000/program	9/17/2014 – 6/23/2014
OHES	Jennifer Belmont	The Bridges Program Coordinator	\$800/program	9/17/2014 - 6/23/2014

Summer Work 2014

Location	Name	Position	Hr. Rate	Dates/Notes
UMS	Stefanie Lachenauer	Curriculum Developer	\$30.00	July – August, 2014 – Not to Exceed 24 Hours (Revised)
LMS	Jennifer Rangnow	Curriculum Developer	\$30.00	August, 2014 – Not to Exceed 12 hours
LMS	Matthew Margon	Curriculum Developer	\$30.00	July, 2014 – Not to Exceed 12 hours
LMS	Andrew McDermott	Curriculum Developer	\$30.00	August 2014 – Not to Exceed 8 hours

Other

Location	Name	Assignment	14/15 Degree & Step	14/15 Salary	Pro-Rated	Dates of Employment/Notes
OUT OF DISTRICT	Jennifer Peterson	TIA – East Amwell School District		\$20.00 p/h		09/04/2014 – 10/31/2014 (not to exceed 40 hours) Chaperoning for After School Activity-Out of District Student
UMS	Meghan Moore	Teacher/Graphic Art	MA Step 7-8	\$67,040		09/01/2014 – 06/30/2015 Salary Advancement From BA to MA
MHS	Colleen Shanahan	Teacher/Social Studies	MA+60 Step 7-8	\$76,040		09/01/2014 – 06/30/2015 Salary Advancement From BA to MA+60

Other

Location	Name	Position	Salary/Stipend	Bonus	Dates of Employment/Notes
MHS	Clifford Jones	Custodian	\$300.00	Use of 1 Sick Days	Custodial Bonus for Excellent Attendance