

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Skillman, New Jersey 08558

**ORGANIZATION OF BUSINESS AND
ACADEMIC AFFAIRS AND BUSINESS MEETING**

Tuesday, April 24, 2018

6:45 p.m. Executive Session

7:30 p.m. Public Session

Upper Middle School Media Center

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

2017-2018 District Goals

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

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 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 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

It is recommended that the Board convene in Executive Session for the purpose of discussing items related to personnel, harassment, intimidation and bullying incidents, and negotiations with the Montgomery Township Education Association. When the need for confidentiality no longer exists, the matters will be disclosed to the public.

RECONVENE IN OPEN SESSION – 7:30 p.m.

SALUTE THE FLAG

PUBLIC HEARING ON THE 2018-2019 BUDGET

SUPERINTENDENT’S REPORT

NEW BUSINESS FROM BOARD/PUBLIC

Members of the public are allotted one opportunity to bring any new/old business to the Board for up to a maximum of five (5) minutes per speaker. All comments or questions must be directed to the board president. 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.

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

1. March 13, 2018 Executive Session Meeting
2. March 13, 2018 Workshop and Business Meeting
3. March 27, 2018 Executive Session Meeting
4. March 27, 2018 Business Meeting

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

None

PUBLIC COMMENTS

Members of the public are allotted one opportunity to address the Board regarding the **Action Agenda** for up to a maximum of five (5) minutes during this period of the meeting. All comments or questions must be directed to the board president. 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.

ACTION AGENDA

ORGANIZATION MEETING

- 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.
- 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
- 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

BUSINESS MEETING

1.0 ADMINISTRATIVE

The Superintendent recommends that the Board of Education approve the administrative items 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

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

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

3.0 FINANCE

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

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

3.7 Travel Reimbursement – 2018/2019– approve the Board member and/or staff conference and travel expenses as per Schedule B.

3.8 Travel Reimbursement – 2018/2019– approve the Board member and/or staff conference and travel expenses as per Schedule C.

3.9 Travel Reimbursement – 2018/2019– approve the Board member and/or staff conference and travel expenses as per Schedule D.

3.10 Travel Reimbursement – 2018/2019– approve the Board member and/or staff conference and travel expenses as per Schedule E.

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.

<u>Vendor</u>	
Pitt Bull Secure Technologies	\$90,000.00
Summerhill, PA	

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.

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