

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Skillman, New Jersey 08558

Meeting, Tuesday, August 20, 2019

5:00 p.m. Board Retreat

6:30 p.m. Executive Session

7:30 p.m. Public Session

Board Office Large Conference Room

WORKSHOP, BUSINESS MEETING AND PUBLIC HEARING AGENDA

2018-2019 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 4, 2019, and August 15, 2019. 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, Montgomery 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

SALUTE THE FLAG

BOARD RETREAT

- Team Building Work
- Board of Education Goals for 2019-2020

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 reports, special education settlement agreements, and the superintendent's evaluation. When the need for confidentiality no longer exists, the matters will be disclosed to the public.

ROLL CALL

RECONVENE IN OPEN SESSION – 7:30 p.m.

SUPERINTENDENT'S REPORT/PRESENTATIONS

- Transportation Update

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. This portion of the public comment section will also be used for the public hearing on the Acting Superintendent of Schools' contract.

COMMITTEE/REPRESENTATIVE REPORTS

Representative Reports

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

Board Committee Reports

- Assessment, Curriculum and Instruction Committee (ACI)
- Operations, Facilities and Finance Committee (OFF)
- Policy and Communications Committee (PCC)
- Human Resource Committee (HRC)
- President's Report

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

1. July 16, 2019 Executive Session Meeting
2. July 16, 2019 Workshop and Business Meeting
3. August 2, 2019 Special Meeting

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

1. Email dated 7/25/19 from J. Gostkowski regarding MES PTA 2018-19 Funding Report
2. Email dated 7/26/19 from A. Prevost regarding 2020 School Calendar

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

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. Harassment, Intimidation and Bullying (HIB) Report

1.2 Policy First Reading – Accept the following policies and regulations as a first reading:

0167	Public Participation in Board Meetings
0168	Recording Board Meetings
3111	Creating Positions
3126	District Mentoring Plan
3126R	District Mentoring Plan
3144	Certification of Tenure Charges
3144R	Certification of Tenure Charges
3351	Healthy Workplace Environment
4351	Healthy Workplace Environment
5116	Education of Homeless Children
5116R	Education of Homeless Children
5513	Care of School Property
5514	Student Use of Vehicles on School Grounds
5615	Suspected Gang Activity
5860	Safety Patrol
7420	Hygienic Management
7441	Electronic Surveillance in School Buildings and on School Grounds
7441R	Electronic Surveillance in School Buildings and on School Grounds
8350	Records Retention
9713	Recruitment by Special Interest Groups

1.3 Professional Development Plan Fiscal Impact – In accordance with the 2019-2020 district goals, the Board hereby approves the District's Professional Development Plan Fiscal Impact in the amount of \$60,920, as presented and approved in the District's Annual Budget.

- 1.4 Professional Development Plan – Approve the Professional Development Plan for the 2019-2020 School Year.

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 2019-2020

Approve the following Out-of-District placements for the 2019-2020 School Year.

Pupil ID	School	Dates	TUITION		
			ESY	RSY	Total for Year
000985	Hunterdon Preparatory School	9/3/2019-6/19/20		\$46,647.00	\$46,647.00
106704	CPC High Point School	7/1/2019-6/19/20	\$9,124.50	\$65,696.40	\$74,820.90
100415	Fusion Academy	7/18/19-6/30/20		\$74,175.00	\$74,175.00
105959	Center School	7/1/19-6/23/20	\$7,465.20	\$67,186.80	\$74,652.00

- 2.2 Consultant Approvals 2019-2020 - Approve the following consultants for the 2019-2020 school year:

CONSULTANT NAME/VENDOR	SERVICES PROVIDED	RATES OF SERVICE
Center for Neurological & Neurodevelopmental Health - CNNH	Neurological Evaluation Neuropsychological Testing/Evaluation	\$660.00 each \$2750.00 each
The Reading and Writing Project Network, LLC	Twenty (20) Days of Site-Based Professional Development for K-6 Faculty	\$49,000.00

- 2.3 Field Trip Approval - Approve the MHS Cheerleading Team and Coaches to attend Cheer Camp at Trails End Camp in Holmesdale, Pennsylvania from August 22, 2019 to August 25, 2019, at no cost to the Montgomery Township School District.
- 2.4 Professional Development School Network (PDSN) Partnership Agreement – Approve the agreement between Montgomery Township School District and The College of New Jersey’s Professional Development School Network for the 2019-2020 school year at a cost of \$3,590.25.

3.0 **FINANCE**

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

3.1 **Acceptance of the Financial Reports**

WHEREAS, N.J.A.C. 6A:23A-16.10 requires the Board Secretary and the Board of Education of the Montgomery School District to certify that no budgetary line item account has been over-expended and that the sufficient funds are available to meet the District's financial obligation, and

WHEREAS, N.J.A.C. 6A:23A-16.10 further requires the Board of Education of the Montgomery Township School District receive and accept the monthly financial statement, the Board Secretary's and Treasurer's Reports; and

WHEREAS, the Board Secretary's and Treasurer's Reports for the month ending June 30, 2019 and July 31, 2019 are presented for the Board to accept and are on file in the Office of the School Business Administrator;

NOW THEREFORE BE IT RESOLVED, the Board of Education of the Montgomery Township School District acknowledges receipt of and accepts the Board Secretary's and Treasurer's Reports for the month ending June 30, 2019 and July 31, 2019; and

BE IT FURTHER RESOLVED, that the Board Secretary and the Board of Education certifies that no budgetary line item account has been over-expended and that there are sufficient funds available to meet the District's financial obligation.

3.2 **Approval of Transfers**

WHEREAS, N.J.A.C. 6A:23A-16.10-(c)1 states that a report shall be presented to the Board showing all transfers between line item accounts for each line item account shown on the budget prepared in accordance with N.J.S.A. 18A:22-8; and

WHEREAS, Board Policy 6422 designates the Superintendent of Schools to approve transfers as necessary between meetings of the Board and be reported to the Board, ratified and duly recorded in the minutes at a subsequent Board meeting; and

WHEREAS, transfers were necessary to maintain the needs of the district and are on file in the Office of the School Business Administrator,

NOW THEREFORE BE IT RESOLVED, that the Montgomery Township Board of Education ratifies and approves the transfers through July 31, 2019 within the 2019-2020 school year budget, as approved by the Superintendent, so that no budgetary line item account has been over-expended and that sufficient funds would be available to meet the district's financial obligations, as requested by various district;

BE IT FURTHER RESOLVED, this resolution shall take effect immediately, and the Montgomery Township Board of Education authorizes the Superintendent, Board President and School Business Administrator to sign any documents on behalf of the Montgomery Board of Education with regards to exercising the intent of this resolution.

3.3 Approval of Bill Lists

WHEREAS, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provides Board of Educations to make payments on claims for goods received and services rendered payable to the order of the person entitled to receive the amount after approval by the board; or in accordance with payrolls duly certified; or debt service or when provided by resolution approval by a person designated by the board; and

WHEREAS, a list of bills dated July 24, 2019, July 25, 2019, July 30, 2019, July 31, 2019, August 5, 2019, August 13, 2019, August 14, 2019, August 15, 2019 and August 21, 2019 is being presented to the board with the recommendation that they be ratified and paid respectively; and

WHEREAS, each claim or demand has been fully itemized, verified and audited as required by law in accordance with N.J.S.A. 18A:19-2;

NOW THEREFORE BE IT RESOLVED, that the Montgomery Township Board of Education approves the list of bills for payment in the grand sum of \$9,946,359.96 and

General Account	\$9,946,197.76
Food Service Account	\$ 162.20
TOTAL	\$9,946,359.96

BE IT FURTHER RESOLVED, the list of bills are on file in the Office of the School Business Administrator, and

BE IT FURTHER RESOLVED, that the Montgomery Township Board of Education authorizes the School Business Administrator to pay bills if it is determined that a need arises prior to the next board meeting in accordance with Board Policy 6470 – Payment of Claims.

3.4 Travel Reimbursement –2019/2020 – approve the Board member and/or staff conference and travel expenses as per the travel reimbursement list dated 8/20/19.

3.5 Approval of Change Orders for Site Improvements at Montgomery Upper Middle School

WHEREAS, on 01/15/2019 the Montgomery Township Board of Education awarded Top Line Construction Corporation a bid numbered CP19-02/PSA-6423UMS for site improvements at Montgomery Upper Middle School in the total contract lump sum of \$1,523,297.00 inclusive of a \$50,000 general allowance amount and inclusive of a \$52,165 restoration allowance; and

WHEREAS, the district architect for the site improvement at the Montgomery Upper Middle School project, Parette Somjen Architects, had determined a need for and the Board had previously approved the following four change orders:

- Change order #1 in the amount of \$5,832 to install and splice a new piece of exterior collects cable that was damaged during excavation.
- Change order #2 in the amount of \$16,410 to remove an additional tree, and curbing and add additional storm water grades.
- Change order #3 in the amount of \$6,221.11 for labor and equipment to install new electrical conduit for existing poll lights.
- Change order #4 in the amount of \$15,163.00 to replace approximately 295 linear feet of the sanitary sewer line and 4 cleanouts from the transportation garage through the transportation lot to the main parking lot.

WHEREAS, the district architect for the site improvement at the Montgomery Upper Middle School project, Parette, Somjen Architects, has determined a need for and is recommending to the board change order #5:

- Change order #5 in the amount of \$5,978 for Pitt Bull to install a new Point-to-Point Wireless Antenna and radio Kit.

WHEREAS, the Operations, Facilities and Finance Committee was given approval at the June 25, 2019 board meeting to approve change orders during the summer; and

WHEREAS, the School Business Administrator informed the members of the Operations, Facilities and Finance Committee to which all committee members supported; and

WHEREAS, below is an accounting of the contract and allowances inclusive of change orders 1 through 5:

Original Contract Amount Including Allowances		\$ 1,523,297.02
Total General Allowances Included in Contract	\$ 50,000.00	
Change Orders Affecting Allowances		
Change Order #1	(5,832.00)	
Change Order #2	(16,410.00)	
Change Order #3	(6,221.11)	
Change Order #4	(15,163.00)	
Change Order #5	(5,978.00)	
Unused Allowance	<u>\$ 395.89</u>	
Total Restoration Allowances Included in Contract	\$ 52,165.00	
Change Orders Affecting Allowances		
None		
Unused Allowance	<u>\$ 52,165.00</u>	
Change Orders Not Affecting Allowances		
None		
Potential Credit for Unused Allowance		(52,560.89)
Adjusted Contract Balance		<u>\$ 1,470,736.13</u>

NOW, THEREFORE BE IT RESOLVED, that the Montgomery Board of Education approves the district's Architect of Record's, Parette, Somjen Architects, recommendation that the Montgomery Upper Middle School site improvement change order #5 in the amount of \$5,978.00 and

BE IT FURTHER RESOLVED that, this resolution shall take effect immediately, and the Montgomery Township Board of Education authorizes the Superintendent, Board President and School Business Administrator to sign any documents on behalf of the Montgomery Township Board of Education with regard to exercising the intent of this resolution.

3.6 Approval of Student Transportation Contract Transfer Agreement -

Whereas, Irvin Raphael, Inc. (the seller) has entered into or intends to enter into an agreement to sell or assign to Krapf Bus (the purchaser) all of the seller's rights and liabilities with respect to all of the transportation contracts held by the seller, or held by the seller and serviced by a specific terminal location that will no longer be operated by the seller; and

Whereas, route RTT19 is affected by this transfer; and

Whereas, the Montgomery Township School District is willing to permit this assignment provided the purchaser executes a contract and becomes obligated under identical terms and specifications as those in effect, and such assignment requires the approval of the Montgomery Township School District in the Somerset County Superintendent of Schools;

Now Therefore Be It Resolved, The Montgomery Township school district and the purchaser agree as follows:

- The Montgomery Township School District promises and agrees to pay the same contract rate for transporting students over said route according to the specifications hereinafter mentioned as would have been paid to the seller had they continued to transport students under their contractual obligations.
- The purchaser promises and agrees to transport students according to the same terms and specifications as those in effect for the said route existing between the Montgomery Township School District and the seller.
- The seller agrees that the purchaser be substituted in the seller's place and stead in this aforesaid transportation contract with Montgomery Township School District, that the seller's rights and duties thereunder be assigned to the purchaser and that all payments for said route be made to the purchaser in the purchaser's name.
- It is further agreed that this assignment between the Montgomery Township School District and the purchaser shall not become effective unless and until the purchaser secures, furnishes, and provides insurance, surety bond, stockholders disclosure statement, affirmative action compliance, and all other requirements and specifications as set forth in the original contract with the seller and the said assignment has been approved as to form by the Somerset County Superintendent of Schools.
- The seller shall not be relieved from their duties until such approval is received.

BE IT FURTHER RESOLVED that the Board President and the Board Secretary are hereby authorized to execute an agreement and any other documents as are necessary to effectuate the intent of this resolution.

3.7 Approve Closeout of Montgomery High School New Walkway Project

WHEREAS, the Montgomery Township Board of Education awarded Diamond Construction original bid for new walkway at Montgomery High School in the total contract lump sum of \$34,500.00; and

WHEREAS, there was one change order to the project providing the district with a credit of \$928.00; and

WHEREAS, the project was substantially completed as of August 31, 2017; and

WHEREAS, below is an accounting of the contract and allowances:

Original Contract Amount Including Allowances		\$34,500.00
Total Allowances Included in Contract	\$(0.00)	
Change Orders Affecting Allowances (None)	-	
Unused Allowance	<u>\$(0.00)</u>	
Change Orders Not Affecting Allowances (#1)		<u>\$(928.00)</u>
Balance of Contract		<u>\$33,572.00</u>
Credit for Unused Allowance		(0.00)
Adjusted Contract Balance		<u><u>\$33,572.00</u></u>

NOW, THEREFORE BE IT RESOLVED, that the Montgomery Board of Education accepts Parette Somjen Architects', the district's Architect of Record, recommendation that the Montgomery High School new walkway project is completed and the contractor be paid for any remaining balance of the adjusted contract in the amount of \$33,572.00; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately, and the Montgomery Township Board of Education authorizes the Superintendent, Board President and School Business Administrator to sign any documents on behalf of the Montgomery Township Board of Education with regard to exercising the intent of this resolution.

- 3.8 Receipt and Award of Bid – Fall Athletic Awards, Equipment, Supplies and Uniforms for the Montgomery Township School District (Bid #B20-04) – Bids were received on July 31, 2019 for fall athletic awards, equipment, supplies and uniforms for the Montgomery Township School District as follows:

<u>Vendor</u>	<u>Base Bid</u>
BSN Sports, Passon's Sports & US Games Jenkintown, PA	\$23,607.99
Riddell Elyria, OH	19,148.05
Aluminum Athletic Equipment Royersford, PA	\$13,217.50
Leisure Sporting Goods Iselin, NJ	\$8,265.48
Palos Sports Alsip, IL	\$5,582.00
MFAC, LLC West Warwick, RI	\$4,850.00
Pyramid School Products Tampa, FL	\$4,207.87

Metuchen Center Inc. Sayreville, NJ	\$3,718.59
Flaghouse Hasbrouck Heights, NJ	\$746.20
Longstreth Sporting Goods Spring City, PA	\$637.94

It is recommended that the Board of Education award Bid #B20-04 for fall athletic awards, equipment, supplies and uniforms for the Montgomery Township School District as follows:

<u>Vendor</u>	
BSN Sports, Passon's Sports & US Games Jenkintown, PA	\$9,730.34
Leisure Sporting Goods Iselin, NJ	\$5,898.72
Riddell Elyria, OH	\$1,383.56
Pyramid School Products Tampa, FL	\$1,085.59
Flaghouse Hasbrouck Heights, NJ	\$358.44
Palos Sports Alsip, IL	\$196.41
Longstreth Sporting Goods Spring City, PA	\$6.38
Total Bids Awarded	\$18,659.44

3.9 Resolution Authorizing Disposal of Surplus Property

WHEREAS, the Montgomery Township Board of Education is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Board are desirous of selling said surplus property in an "as is" condition without express or implied warranties.

NOW THEREFORE, be it RESOLVED by the Montgomery Township Board of Education, Skillman, NJ, as follows:

- (1) The sale of the surplus property shall be conducted through GovDeals pursuant to the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30). The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Montgomery Township Board of Education.

- (2) The sale will be conducted online and the address of the auction site is govdeals.com.
- (3) The sale is being conducted pursuant to Local Finance Notice 2008-9.
- (4) A list of the surplus property to be sold is as follows:

2004 Ford F-450 XL Super Duty Truck, 1FDX47P87EA13661
 2004 54 Passenger Bluebird Bus, 1BAAGCPA44F212770
 2006 54 Passenger Thomas Bus, 1T88P3E2261274795
 2005 54 Passenger Thomas MVP-FE Bus, 1T88P3E2X51156573
 2006 54 Passenger Thomas MVP-FE Bus, 1T88P3E2861274798
 2009 Ford E450 Wheel Chair Van, 1FD FE45P39DA85782

- (5) The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
- (6) The Montgomery Township Board of Education reserves the right to accept or reject any bid submitted.

3.10 Approval for the Purchase of Managed Print Services and Equipment – approve the purchase of managed print services and equipment entered into on behalf of the State of the Division of Purchase and Property pursuant to N.J.S.A. 18A:18A-10 under the New Jersey State Contract Title, Copiers, Maint., and Supplies (#G-2075):

<u>Vendor</u>	<u>State Contract #</u>	<u>Total</u>
Xerox Corporation c/o Stewart Business Systems Burlington Twp., NJ	#40469	\$43,609.34

3.11 Approval for the Purchase of Diesel Fuel – approve the purchase of Red Dyed #2 Diesel Ultra Low Sulfur Fuel entered into on behalf of the Somerset County Cooperative Pricing Bid #2SOCCP, Red Dyed #2 Diesel Fuel (Ultra Low Sulfur Diesel), Red Dyed Winter Blend Diesel and Fuel Oil, #CC-0036-17 until October 31, 2019.

<u>Vendor</u>	<u>Fuel Type</u>	<u>Fixed Delivery Prices</u>
Riggins, Inc. Vineland, NJ	#2D Diesel Ultra Low Sulfur Fuel (April 16 th through October 31 st)	Up Charge @ \$0.0559 per gallon

3.12 Approval for the Purchase of Unleaded Gasoline – approve the purchase of Unleaded Gasoline-Regular 87 Octane entered into on behalf of the Somerset County Cooperative Pricing Bid #2SOCCP, Unleaded Gasoline: Regular 87 Octane, Mid-Grade 89 Octane and Premium 93 Octane, Contract #CC-0045-18 until May 8, 2020.

<u>Vendor</u>	<u>Fuel Type</u>	<u>Fixed Delivery Prices</u>
Riggins, Inc. Vineland, NJ	Unleaded Gasoline-Regular 87 Octane	UP Charge @ \$0.129 per gallon

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