

**MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Skillman, New Jersey 08558**

**Meeting, Tuesday, May 19, 2015
7:00 p.m. Executive Session
7:30 p.m. Public Session
Upper Middle School Media Center**

DRAFT AGENDA FOR REGULAR BUSINESS MEETING

District Goals 2014-2015

Goal 1: 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.

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 2015 and identify the appropriate assessments to measure the efficacy of the programs.

Goal 4: To explore the feasibility of full day kindergarten for the 2016-2017 school year.

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 7, 2015 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

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.

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

- April 14, 2015 Executive Session Meeting
- April 14, 2015 Workshop and Special Meeting
- April 28, 2015 Executive Session Meeting
- April 28, 2015 Organization of Business and Academic Affairs and Business Meeting

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

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 Absence Report
5. Fire/Security Drill 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 – Approve the following Out-of-District placements for the 2014-2015 school year.

| Pupil ID | School | Dates | TUITION | | Total for Year |
|----------|-------------------------------------|----------------|-------------|-----|----------------|
| | | | ESY | RSY | |
| 102313 | C.P.C. High Point Elementary School | 5/4/15-6/19/15 | \$11,900.00 | | \$11,900.00 |

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

| CONSULTANT NAME/VENDOR | SERVICES PROVIDED | RATES OF SERVICE |
|------------------------------|----------------------------|------------------|
| Saint Clare's Health Systems | Medical Beside Instruction | \$54.00/hour |

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, 2015:

- 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, 2015

- 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, 2015 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, 2015 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
 Food Services

3.6 Travel Reimbursement – 2014/2015 and 2015/2016 – approve the Board member and/or staff conference and travel expenses as per the attached list.

3.7 Schedule for Requisition of Taxes - approve the schedule for requisition of taxes from Montgomery Township for the 2015-2016 school year.

**MONTGOMERY TOWNSHIP BOARD OF EDUCATION
 TAX LEVY SCHEDULE FOR 2015-2016
 MONTGOMERY TOWNSHIP**

| | General Fund | Debt Service | Total |
|-------------------|------------------------|-----------------------|------------------------|
| 1-Jul-15 | \$5,929,715.00 | \$1,545,701.00 | \$7,475,416.00 |
| 3-Aug-15 | \$5,929,715.00 | \$1,545,701.00 | \$7,475,416.00 |
| 2-Sep-15 | \$5,606,562.50 | | \$5,606,562.50 |
| 1-Oct-15 | \$5,606,561.00 | | \$5,606,561.00 |
| 2-Nov-15 | \$5,606,561.00 | | \$5,606,561.00 |
| 1-Dec-15 | \$5,606,561.00 | | \$5,606,561.00 |
| TOTAL 2015 | \$34,285,675.50 | \$3,091,402.00 | \$37,377,077.50 |
| 4-Jan-16 | \$5,714,280.50 | \$1,030,467.00 | \$6,744,747.50 |
| 1-Feb-16 | \$5,714,279.00 | \$1,030,467.00 | \$6,744,746.00 |
| 1-Mar-16 | \$5,714,279.00 | \$1,030,467.00 | \$6,744,746.00 |
| 1-Apr-16 | \$5,714,279.00 | | \$5,714,279.00 |
| 2-May-16 | \$5,714,279.00 | | \$5,714,279.00 |
| 1-Jun-16 | \$5,714,279.00 | | \$5,714,279.00 |
| TOTAL 2016 | \$34,285,675.50 | \$3,091,401.00 | \$37,377,076.50 |
| TOTAL LEVY | \$68,571,351.00 | \$6,182,803.00 | \$74,754,154.00 |

- 3.8 Schedule for Requisition of Taxes - approve the schedule for requisition of taxes from Borough of Rocky Hill for the 2015-2016 school year.

**MONTGOMERY TOWNSHIP BOARD OF EDUCATION
 TAX LEVY SCHEDULE FOR 2015-2016
 ROCKY HILL**

| | General Fund | Debt Service | Total |
|-------------------|-----------------------|---------------------|-----------------------|
| 1-Jul-15 | \$153,308.00 | \$3,342.00 | \$156,650.00 |
| 3-Aug-15 | \$156,650.00 | | \$156,650.00 |
| 2-Sep-15 | \$117,487.00 | | \$117,487.00 |
| 1-Oct-15 | \$117,487.00 | | \$117,487.00 |
| 2-Nov-15 | \$117,487.00 | | \$117,487.00 |
| 1-Dec-15 | \$117,487.00 | | \$117,487.00 |
| TOTAL 2015 | \$779,906.00 | \$3,342.00 | \$783,248.00 |
| 4-Jan-16 | \$129,981.00 | \$3,342.00 | \$133,323.00 |
| 1-Feb-16 | \$129,985.00 | | \$129,985.00 |
| 1-Mar-16 | \$129,985.00 | | \$129,985.00 |
| 1-Apr-16 | \$129,985.00 | | \$129,985.00 |
| 2-May-16 | \$129,985.00 | | \$129,985.00 |
| 1-Jun-16 | \$129,985.00 | | \$129,985.00 |
| TOTAL 2016 | \$779,906.00 | \$3,342.00 | \$783,248.00 |
| TOTAL LEVY | \$1,559,812.00 | \$6,684.00 | \$1,566,496.00 |

- 3.9 Resolution to Appoint Insurance Broker of Record as Extraordinary Unspecifiable Service (EUS) – approve the following resolution to appoint an insurance broker of record for the 2015-16 school year:

WHEREAS, a request for proposals was developed for insurance broker of record services for the 2015-16 school year for health insurance; and

WHEREAS, proposals were required to be submitted to the Montgomery School District Business Office on April 30, 2015; and

WHEREAS, the proposal accepted was from Brown and Brown Benefit Advisors for insurance broker services for medical, prescription, dental and disability programs; and

WHEREAS, insurance broker of records services are considered to be Extraordinary Unspecifiable Services;

NOW THEREFORE IT BE RESOLVED, that the Montgomery Township Board of Education approves the appointment of Brown and Brown Benefit Advisors as the Board's group insurance broker of record for all medical, prescription, dental and disability insurance programs as an Extraordinary Unspecifiable Service for the 2015-16 school year.

- 3.10 Resolution to Appoint Insurance Brokers of Record as Extraordinary Unspecifiable Service (EUS) – approve the following resolution to appoint an insurance broker of record for the 2015-16 school year:

WHEREAS, a request for proposals was developed for insurance broker of record services for the 2015-16 school year for property and casualty insurance; and

WHEREAS, proposals were required to be submitted to the Montgomery School District Business Office on May 4, 2015; and

WHEREAS, the proposal accepted was from CBIZ Insurance Services/Brown and Brown Benefits Advisors for insurance broker services for property and casualty insurance programs; and

WHEREAS, insurance broker of records services are considered to be Extraordinary Unspecifiable Services;

NOW THEREFORE IT BE RESOLVED, that the Montgomery Township Board of Education approves the appointment of CBIZ Insurance Services/Brown and Brown Benefits Advisors as the Board's insurance broker of record for all property and casualty insurance programs as an Extraordinary Unspecifiable Service for the 2015-16 school year.

- 3.11 Appointment of Professional Service – approve the appointment of Phoenix Advisors as Financial Advisor for Continuing Disclosure Agent services for \$650 for all inclusive services (for up to three outstanding issues) plus \$100 for each additional outstanding issue if any for which filings are required.

- 3.12 Approval of Fees for the 2015-16 School Year – approve the following fees for the 2015-16 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 per student with a \$200 family cap
- 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 \$6, Students \$5
- High School spring musical – Adults \$8, students \$7
- Upper Middle School spring musical – Adults \$8, Students \$7

3.13 Approval to Provide Transportation for the Montgomery Township Recreation Department – approve to provide transportation for the Montgomery Township Recreation Department summer Rec-N-Crew program to various locations in New Jersey and Pennsylvania between June 25 – August 7 at a rate of \$45/hour.

3.14 Receipt/Award of Bid – Air Conditioning, Refrigeration and Ventilation Repair and Services (B16-03) – Bids were received on May 1, 2015 for air conditioning, refrigeration and ventilation repair and services as follows:

| Vendors | Hourly Rate 8:00 AM-4:00 PM | July 1, 2015 through June 30, 2016 | | Part Mark-up Percentages |
|--|--------------------------------|------------------------------------|---|-----------------------------|
| | | Evening Rate 4:00 PM-8:00 AM | Overtime Rate Sat., Sun., Fed. Holidays | |
| Core Mechanical, Inc. Pennsauken, NJ | \$83.83 | \$111.75 | \$139.90 | 15% |
| Peterson Service Co. Medford, NJ | \$98.00 | \$147.00 | \$196.00 | 30% |
| Binsky & Snyder Service, LLC Piscataway, NJ | \$101.00 | \$149.00 | \$198.00 | 10% |
| Air Systems Maintenance, Inc. Kenilworth, NJ | \$102.00 | \$153.00 | \$153.00 | 20% |
| A.A. Duckett, Inc. Glassboro, NJ | \$103.00 | \$128.00 | \$186.00 | 18% |
| Unitemp, Inc. Somerset, NJ | \$105.00 | \$157.50 | \$210.00 | 30% |

It is recommended that the Board of Education award the bid for air conditioning, refrigeration and ventilation repair and services as follows:

Vendor

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