

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

**Meeting, Tuesday, June 25, 2019**  
**\_\_\_\_\_ p.m. Executive Session**  
**7:30 p.m. Public Session**  
**Upper Middle School Media Center**

**DRAFT AGENDA FOR REGULAR BUSINESS MEETING**

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 \_\_\_\_\_. 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 reports, and negotiations with the Montgomery Township Education Association. 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.

SALUTE THE FLAG

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. May 14, 2019 | Executive Session Meeting     |
| 2. May 14, 2019 | Workshop and Business Meeting |
| 3. May 21, 2019 | Executive Session Meeting     |
| 4. May 21, 2019 | Business Meeting              |

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

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:
- Student Control Report
  - Fire/Security Drill Report
  - 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:

### **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 May 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 May 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 May 31, 2019 within the 2018-2019 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 June , 2019, June XX, 2018 and June 25, 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 \$\_\_\_\_\_; and

<b>General Account</b>	\$
<b>Food Service Account</b>	\$
<b>TOTAL</b>	\$

**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 6/25/19.

3.5 Authorization to Cancel Outstanding Checks - authorize the School Business Administrator/Board Secretary to cancel the following outstanding checks:

<u>Account</u>	<u>Chk Date</u>	<u>Check#</u>	<u>Amount</u>
General Fund	12/20/2017	54538	3.10
General Fund	02/28/2018	54972	500.00
General Fund	02/28/2018	54973	500.00
General Fund	02/28/2018	55116	500.00
General Fund	02/28/2018	55194	500.00
General Fund	02/28/2018	55413	4.46
General Fund	05/23/2018	56143	190.00
General Fund	05/23/2018	56186	1.24
General Fund	06/27/2018	56434	500.00
General Fund	06/27/2018	56435	500.00
General Fund	06/27/2018	56535	500.00
General Fund	06/27/2018	56588	500.00
General Fund	06/27/2018	56612	500.00
General Fund	06/27/2018	56768	27.53
General Fund	06/27/2018	56876	100.00
General Fund	06/27/2018	56877	34.72
General Fund	06/30/2018	57046	64.09
General Fund	06/30/2018	57115	2,320.00
General Fund	08/15/2018	57352	372.75
General Fund	10/17/2018	57978	11.66
Payroll	08/30/2017	186252	421.56
Payroll	09/15/2017	187678	331.20
Payroll	11/15/2017	190933	1,226.34
Payroll	11/17/2017	191007	54.19
Payroll	04/13/2018	201792	13.66
Payroll	04/13/2018	202653	164.47
Payroll	06/15/2018	205473	890.43
Food Service	09/20/17	5625	12.00
Food Service	09/26/18	5694	12.10
Food Service	10/08/18	5700	70.70

3.6 Resolution to Transfer Current Year Surplus to Capital Reserve – approve the following resolution to transfer current year surplus to capital reserve:

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7F-7b. permit a Board of Education to establish and/or deposit into a capital reserve account at year end, and

WHEREAS, the aforementioned statutes authorize procedures under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Montgomery Township Board of Education wishes to deposit anticipated current year surplus into a capital reserve account at year end, and

WHEREAS, the Montgomery Township Board of Education has determined that up to \$4,000,000 is available for such purpose of transfer;

NOW, THEREFORE BE IT RESOLVED by the Montgomery Township Board of Education that it hereby authorizes the district's School Business Administrator to request approval from the Somerset County Executive County Superintendent to make this transfer consistent with all applicable laws and regulations.

3.7 Resolution to Establish and to Transfer Current Year Surplus to Emergency Reserve – approve the following resolution to transfer current year surplus to emergency reserve:

WHEREAS, NJSA 18A:7F-41c (1). permits a Board of Education to establish and/or deposit into an emergency reserve account at year end, and

WHEREAS, the aforementioned statutes authorize procedures under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Montgomery Township Board of Education wishes to establish and to deposit anticipated current year surplus into an emergency reserve account at year end, and

WHEREAS, the Montgomery Township Board of Education has determined that up to \$2,000,000 is available for such purpose of transfer;

NOW, THEREFORE BE IT RESOLVED by the Montgomery Township Board of Education that it hereby authorizes the district's School Business Administrator to request approval from the Somerset County Executive County Superintendent to make this transfer consistent with all applicable laws and regulations.

3.8 Resolution to Establish and to Transfer Current Year Surplus to Maintenance Reserve – approve the following resolution to transfer current year surplus to maintenance reserve:

WHEREAS, NJSA 18A:7F-41c (1). permits a Board of Education to establish and/or deposit into an maintenance reserve account at year end, and

WHEREAS, the aforementioned statutes authorize procedures under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Montgomery Township Board of Education wishes to establish and to deposit anticipated current year surplus into an maintenance reserve account at year end, and

WHEREAS, the Montgomery Township Board of Education has determined that up to \$2,000,000 is available for such purpose of transfer;

NOW, THEREFORE BE IT RESOLVED by the Montgomery Township Board of Education that it hereby authorizes the district’s School Business Administrator to request approval from the Somerset County Executive County Superintendent to make this transfer consistent with all applicable laws and regulations.

3.9 Authorization for Change Orders - approve authorization to the operations, facilities and finance committee during the summer months of construction to approve change orders on facility projects in between board meetings capped at a limit of 2.5% of the base contract for the contractor for each change order with ratification to occur by the board of education at the subsequent business meeting.

3.10 **WHEREAS**, on April 25, 2017 the Montgomery Township Board of Education awarded All Surface Asphalt Paving, Inc. original bid for asphalt replacement at Orchard Hill Elementary School in the total contract lump sum of \$79,400.00; and

**WHEREAS**, no changes were necessary in order for the project to be completed; and

**WHEREAS**, the project was substantially completed as of 12/19/17; and

**WHEREAS** Below is an accounting of the contract and allowances:

<b>Original Contract Amount Including Allowances</b>		\$79,400.00
<b>Total Allowances Included in Contract</b>	\$(10,000.00)	
<b>Change Orders Affecting Allowances (None)</b>	-	
<b>Unused Allowance</b>	<u>\$(10,000.00)</u>	
<b>Change Orders Not Affecting Allowances (#1R, 2, 3 &amp; 4)</b>		-
<b>Balance of Contract</b>		<u>\$79,400.00</u>
<b>Credit for Unused Allowance</b>		(10,000.00)
<b>Adjusted Contract Balance</b>		<u><u>\$69,400.00</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 Orchard Hill Elementary School project is completed and the contractor be paid for any remaining balance of the adjusted contract In the amount of \$69,400.00; 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

3.11 Frontline Technologies Renewal – Approve the annual license renewal for Aesop, MLP Oasys/Danielson Teacher Evaluation Model, Document Repository Annual Subscription, All Student Subscription, IEP Direct Annual Subscription services and Applicant Tracking at a cost of \$62,270.02.

3.12 Approval for “Share911.com” – award the contract for “Share911.com” system which includes Broadcast, Check-In, Accountability and LiveView features from July 1, 2019 to June 30, 2020 as follows:

<u>Vendor</u>	
OnScene Technologies, Inc.	\$18,000.00

3.13 Resolution Appointing a District Qualified Purchasing Agent:

WHEREAS, 18A:18A-2 provides that a Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter; and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent (who is a Qualified Purchasing Agent) that do not exceed in the aggregate in a contract year the bid threshold (\$40,000) may be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution; and

WHEREAS, 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (\$6,000) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution;

**NOW, THEREFORE, BE IT RESOLVED**, that the Montgomery Township Board of Education pursuant to the statutes cited above hereby appoints Mark Kramer (who is a Qualified Purchasing Agent) as its duly authorized qualified purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Montgomery Township Board of Education; and



BE IT FURTHER RESOLVED, that Mark Kramer is hereby authorized to award contracts on behalf of the Montgomery Township Board of Education that are in the aggregate less than 15% of the bid threshold (\$6,000) without soliciting competitive quotations; and

BE IT FURTHER RESOLVED, that Mark Kramer is hereby authorized to seek competitive quotations when applicable and practicable and award contracts on behalf of the Montgomery Township Board of Education when contracts in the aggregate exceed 15% of the bid threshold (currently \$6,000) but are less than the bid threshold of \$40,000.

- 3.14 Approval for Systems 3000 - Professional Services, Support and License – renew the contract with Systems 3000, which is our accounting, payroll and personnel software provider, for professional services, support and license including annual hosting and backup services from July 1, 2019 to June 30, 2020 as follows:

<u>Vendor</u>	
Systems 3000, Inc.	\$ _____
Eatontown, NJ	

- 3.15 Approve Resolution Regarding Membership Renewals for NJSIG and SAIF – Resolve that the Board provisionally accepts the NJSIG Professional Liability renewal terms. Further, the Board authorizes the Business Administrator to accept the SAIF alternate Professional Liability proposal if all quotation contingencies are removed and SAIF agrees to provide written confirmation of acceptable claims handling procedures prior to June 30, 2019.

- 3.16 Acceptance of List of Vendors for Anticipated Contracts for 2019-2020

**BE IT RESOLVED**, the Montgomery Board of Education acknowledges that they have been presented with a list of vendors that were required to be approved by the Montgomery Board of Education subject to the requirements of N.J.S.A. 18A:18A for anticipated contracts to be renewed, awarded, or to expire during the 2019-2020 school year.

“Pursuant to PL 2015, Chapter 47, the Montgomery Township School District intends to renew, award, or permit to expire from that list of vendors that is noted above of contracts previously awarded by the Montgomery Township Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. Seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, part 2000.

- 3.17 Approval for Genesis Student Information System, Interface Connectors and Off-Site Secure Data Back-Up Services – award the contract for Genesis student information system, interface connectors and off-site secure data back-up services from July 1, 2019 to June 30, 2020 as follows:

<u>Vendor</u>	
Genesis Educational Services	\$27,046.00
Jamesburg, NJ	

#### **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**