

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Skillman, New Jersey 08558

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

Tuesday, April 26, 2016

7:00 p.m. Executive Session

7:30 p.m. Public Session

Upper Middle School Media Center

2015-2016 District Goals

Goal 1: To review, evaluate and assess current programs and staffing structures to determine gaps/needs. Raise academic performance of all demographics and results should compare favorably against similar districts year after year. Special focus on the MHS Science department, where a measurement of student achievement will be developed in 2015 and used every year to measure positive progress.

Goal 2: To identify and implement social emotional learning programming to be addressed district wide through the counseling programs. Specifically, implement evidence based social and emotional learning programs with the aim to prevent bullying, discipline problems and improving school climate (and stress) for all children.

Goal 3: To identify and effectively utilize specific communication practices with students, parents, staff and community members that are timely, accessible, and consistent in message. Administer a district-wide communications survey and compare the results with the Spring 2013 results.

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, 2016 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):

1. March 1, 2016 Executive Session Meeting
2. March 1, 2016 Workshop and Business Meeting
3. March 15, 2016 Executive Session Meeting
4. March 15, 2016 Business Meeting

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

PUBLIC HEARING ON THE 2016-2017 BUDGET

SUPERINTENDENT'S REPORT

ACTION AGENDA

PUBLIC COMMENTS

Members of the public are allotted one opportunity to address the Board regarding the **Public Hearing on the 2016-2017 Budget, 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.

I. ORGANIZATION MEETING

- I. Appointment of Treasurer of School Monies – It is recommended that the Board appoint _____ as Treasurer of School Monies for the 2016-2017 school year for a fee of \$7,038.

- II. Readoption of Curriculum and Courses of Study - It is recommended that the Board readopt the existing curriculum and courses of study.

RESOLVED, that all current written curriculum and courses of the District, as on file in the Office of the Superintendent, be adopted for the period from the date of this Organization Meeting until the Organization Meeting in the next calendar year, unless modified upon recommendation of the Superintendent.

- III. Readoption of Textbooks - It is recommended that the Board readopt the existing textbooks for the 2016-2017 school year.

- IV. Readoption of Job Descriptions - It is recommended that the Board readopt the existing job descriptions:

RESOLVED, that all current written job descriptions in the District, as on file in the Office of the Superintendent, be adopted for the period from the date of this Organization Meeting until the Organization Meeting in the next calendar year, unless modified upon recommendation of the Superintendent.

- V. Appointment of Anti-Bullying Specialists – It is recommended that the Board appoint the following personnel as Anti-Bullying Specialists:

- Wendy Senatra and Christine Buber (OHES), Lauren Fornal and Jolene Schantz (VES), Kevin Armstrong and Jeanne Fedun (MMS – Lower Campus), Allison Doyle Smith and Lesley Haas (MMS – Upper Campus), Keith Glock (MHS) – Students
- Kelly Mattis, District Anti-Bullying Coordinator

- VI. Appointment of Professional Services - It is recommended that the following contracts be issued and announced for the 2016-2017 school year:

- VIA. Board Attorney - Whereas, the Montgomery Township Board of Education requires professional attorney services to be performed for the school year 2016-2017 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 2016-2017.

VIB. Architect of Record – Whereas, the Montgomery Township Board of Education requires professional architectural services to be performed for the school year 2016-2017 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 – 2016-2017

Principal(s): Licensed Architect	\$160.00
Partner(s): Licensed Architect	\$160.00
Director(s)	\$150.00
Senior Associate(s)	\$150.00
Associate(s)	\$139.00
Senior Project Architect(s)	\$139.00
Senior Project Engineer(s)/Senior Certified Interior Designer(s)	\$139.00
Project Architect(s)	\$119.00
Project Engineer(s)/Certified Interior Designer(s)	\$119.00
Contract Administrator(s)	\$104.00
Senior Assistant Project Manager(s)	\$ 99.00
Assistant Project Manager(s)	\$ 85.00
Staff Architect(s)	\$ 85.00
Job Captain	\$ 78.00
Architectural Intern(s): Designers: Level 3	\$ 77.00
Architectural Intern(s): Designers: Level 2	\$ 74.00
Architectural Intern(s): Designers: Level 1	\$ 60.00
Administrative Assistants	\$ 50.00

VIC. 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 2016-2017 school year at the fee of \$26,000.00 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

- VII. Petty Cash Funds - It is recommended that the Board, in accordance with NJSA 18:A19-3 authorize the Board Secretary to establish the following imprest-type petty cash funds for 2016-2017:

Board Office	\$ 225
Montgomery High School	250
Montgomery Middle School (Upper Campus)	250
Montgomery Middle School (Lower Campus)	150
Orchard Hill School	100
Village School	100

and that the maximum single expenditure which may be made from each fund shall be \$25; and that the following individuals will be responsible for the proper disposition of each fund:

Annette Wells	Board Office
Paul Popadiuk	Montgomery High School
Cory Delgado	Montgomery Middle School (Upper Campus)
Michael Richards	Montgomery Middle School (Lower Campus)
Susan Lacy	Village Elementary School
Kathleen Scotti	Orchard Hill Elementary School

- VIII. Appointment of School Physician – It is recommended that the Montgomery Township Board of Education appoint Dr. Bert Mandelbaum as school physician for the 2016-2017 school year at the cost of \$17,500.

BUSINESS MEETING

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 reports:

1. Student Control Report
2. Harassment, Intimidation and Bullying (HIB) Report
3. Teacher Absence Report
4. Fire/Security Drill Report

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

5512	Harassment, Intimidation and Bullying
5512R	Harassment, Intimidation and Bullying

2.0 CURRICULUM & INSTRUCTION

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

- 2.1 S.O.A.R. Summer Program PK-12 – approve the 2016 SOAR Summer Program. This five-week program will run July 5, 2016 – August 5, 2016 in MHS and OHES.

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, 2016:

- 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, 2016

- 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, 2016 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, 2016 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 Service

- 3.6 Travel Reimbursement – 2015/2016 and 2016/2017 – approve the Board member and/or staff conference and travel expenses as per the attached list.

- 3.7 A. Adoption of the 2016-2017 Proposed Budget – that the Board of Education adopt the 2016-2017 tentative budget as follows:

General Fund Current Expense	\$80,070,843
General Fund Capital Outlay	\$ 261,384
Special Revenue Fund	\$ 985,521
Debt Service Fund	<u>\$ 8,142,878</u>
Total Tentative Budget	\$89,460,626

- B. Amount to be Raised for Taxes – General Fund – that the Board of Education acknowledge that \$71,928,453 be raised for General Funds which includes the use of \$365,270 in banked cap funds for the ensuing school year (2016-2017).

- Montgomery portion \$70,116,681
- Rocky Hill portion \$ 1,811,772

- C. Amount to be Raised for Taxes – Debt Service – that the Board of Education acknowledge that \$6,950,521 be raised to support the debt service budget for the ensuing school year (2016-2017).

- Montgomery portion \$6,922,002
- Rocky Hill portion \$ 28,519

- 3.8 District Participation in the Special Education Medicaid initiative (SEMI) – approve the Montgomery Township school district’s participation in the Special Education Medicaid Initiative (SEMI).

- 3.9 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 \$8,643 for the 2016-17 school year.

- 3.10 Approval of Photography Contract – approve a contract with Milan Rose for senior portraits and yearbook-related photography services for Montgomery High School for the 2016-17 school year. All costs to be paid by parents and through the yearbook account within the high school student activities account.

- 3.11 Renewal of Contract/Internet Services for the Montgomery Township Board of Education (Bid #B14-08) – renew for the 2016-2017 school year the following bid, B14-08 of 2014-2015, awarded on January 28, 2014 amended on January 27, 2015 and renewed on May 19, 2015 in accordance with N.J.S.A. 18A:18A-42.

<u>Vendor</u>	
Comcast Business Communications, LLC Philadelphia, PA	July 1, 2016 – June 30, 2017 Ethernet Dedicated Internet Bandwidth 500 Mbps \$2,800.00 per Month

\$33,600.00 per Year

The renewal is at no increase to the Board of Education.

- 3.12 Renewal of Contract/Refuse Removal for the Montgomery Township Board of Education (Bid #B15-04) – renew for the 2016-2017 school year the following bid, B15-04 of 2014-2015, awarded on April 22, 2014 and renewed on April 28, 2015 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, 2016 – June 30, 2017
\$50,490.00**

The renewal is at no increase to the Board of Education.

- 3.13 New Jersey Cooperative Bid (Educational Data Services) – approval of the award of bids received by Educational Service Commission of Morris County, Morris Plains, NJ on behalf of the New Jersey Cooperative Bid Members as follows:

Category

Vendor

General Classroom Supplies

Cascade School Supplies

Audio Visual Supplies

Camcor, Inc.
Paper Clips, Inc.
Ray Supply, Inc.
Troxell Communications, Inc.
Valiant National AV Supply

Copy Duplicator Paper

W. B. Mason Co., Inc.

Custodial Supplies

APP, Inc.
Staples Contract & Commercial, Inc.

Elementary Science Supplies

EAI Education/Eric Armin Inc.

Family Consumer Science Supplies

NASCO
S.A.N.E.

Fine Arts Supplies

Blick Art Materials LLC
Cascade School Supplies
Ceramic Supply, Inc.
NASCO
National Art & School Supplies, Inc.
School Specialty, Inc./Sax Arts Ed.
Triarco Arts & Crafts, LLC
W. B. Mason Co., Inc.

Health & Trainer Supplies	Henry Schein Inc. School Health Corporation
Language Arts	Teachers Discovery/American Eagle Co., Inc.
Library Supplies	Cascade School Supplies DEMCO, Inc. The Library Store, Inc.
Math Supplies	Discount School Supply/Early Childhood, LLC EAI Education/Eric Armin Inc. NASCO
Office/Computer Supplies	Staples Contract & Commercial, Inc.
Photography Supplies	Valley Litho Supply Co.
Physical Education Supplies	NASCO Passon's Sports/BSN Sports & US Games School Specialty, Inc./Sportime
Rocketry	Metco Supply Inc. Midwest Technology Products Pitsco Education/Hearlihy
Science Supplies	Carolina Biological Supply, Co. Fisher Scientific Company LLC Flinn Scientific Inc. Frey Scientific Co. NASCO PARCO Scientific Company Sargent-Welch/VWR Ward's Science/VWR W.W. Grainger Inc.
Special Needs	NASCO School Specialty, Inc./Abilitations
Teaching Aids	Becker's School Supplies Bosland's Learning Plus, Inc. Cascade School Supplies Discount School Supplies/ Early Childhood, LLC EAI Education/Eric Armin Inc. Kutz Bros. Lakeshore Learning Materials

NASCO
National Art & School Supplies, Inc.
Really Good Stuff
School Specialty, Inc./Childcraft

Technology Supplies

Brodhead-Garrett Company
Electronix Express
Klingspor's Woodworking Shop
Metco Supply Inc.
Midwest Technology Products
Paxton Patterson, LLC
Pitsco Education/Hearlihy
Valley Litho Supply Co.

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