

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Skillman, New Jersey 08558

ORGANIZATION OF BUSINESS AND ACADEMIC AFFAIRS
AND BUSINESS MEETING TUESDAY, April 28, 2015
7:30 p.m.
Upper Middle School Media Center

DRAFT AGENDA

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):

- March 17, 2015 Executive Session Meeting
- March 17, 2015 Workshop and Special Meeting
- March 24, 2015 Executive Session Meeting
- March 24, 2015 Business Meeting

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

PUBLIC HEARING ON THE 2015-2016 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 2015-2016 Budget**, 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.

ORGANIZATION MEETING

- I. Appointment of Treasurer of School Monies – It is recommended that the Board appoint Mr. Ronald Rossi as Treasurer of School Monies for the 2015-2016 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 2015-2016 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 Affirmative Action/504 Officer - It is recommended that the Board appoint the following personnel as Affirmative Action/504 Officers:

- William Meurer (OHES), _____ (VES), Georgianna Kichura (MMS – Lower Campus), Karin Kidd (MMS – Upper Campus), Corie Gaylord (MHS) - Students
- Mary McLoughlin, District Personnel

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

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

VII. Appointment of Professional Services - It is recommended that the following contracts be issued and announced for the 2015-2016 school year:

VIII. Board Attorney - Whereas, the Montgomery Township Board of Education requires professional attorney services to be performed for the school year 2015-2016 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 2015-2016.

- IX. Architect of Record – Whereas, the Montgomery Township Board of Education requires professional architectural services to be performed for the school year 2015-2016 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 – 2015-2016

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

- X. 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 2015-2016 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

- XI. 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 2015-2016:

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

- XII. Appointment of School Physician – It is recommended that the Montgomery Township Board of Education appoint Dr. Bert Mandelbaum as school physician for the 2015-2016 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 report:

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

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

- 0145 Board Member Resignation and Removal
- 5230 Late Arrival and Early Dismissal
- 5230R Late Arrival and Early Dismissal

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 2014/15 school year.

Pupil ID	School	Dates	TUITION		
			ESY	RSY	Total for Year
101624	The Rock Brook School	3/17/15 – 6/17/15		\$17,182.80	\$17,182.80
103382	Academy Learning Center	2/23/15 – 6/23/15		\$38,315.00	\$38,315.00
000483	Collier School	3/19/15 – 6/18/15		\$18,715.32	\$18,715.32

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

CONSULTANT NAME/VENDOR	SERVICES PROVIDED	RATES OF SERVICE
Hugh Bases, MD, PLLC	Pediatric Neurodevelopmental Evaluations	\$700.00

2.3 Teachscape Training – Approve training for Learn F2F Product at a cost of \$3,000 for the 2014-15 school year.

2.4 Teachscape – Approve the annual license renewal at a cost of \$29,163 for the 2015-16 school year.

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, 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 March 31, 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 March 31, 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
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3.4 Certification of Board of Education - Pursuant to NJAC 6A:23-2-12 (c) 4, we certify that as of March 31, 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 March – approve the monthly bills as follows:

General Operating
 Food Services

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

3.7 A. Adoption of the 2015-2016 Proposed Budget – that the Board of Education adopt the 2015-2016 proposed budget as follows:

General Fund Current Expense	\$78,015,625
General Fund Capital Outlay	\$ 411,295
Special Revenue Fund	\$ 953,510
Debt Service Fund	<u>\$ 7,342,592</u>
Total Proposed Budget	<u>\$86,723,022</u>

B. Amount to be Raised for Taxes – General Fund – that the Board of Education acknowledge that \$70,131,163 be raised for General Funds which includes the use of \$737,067 in banked cap funds for the ensuing school year (2015-2016).

- Montgomery portion \$68,571,351
- Rocky Hill portion \$ 1,559,812

C. Amount to be Raised for Taxes – Debt Service – that the Board of Education acknowledge that \$6,189,487 be raised to support the debt service budget for the ensuing school year (2015-2016).

- Montgomery portion \$6,182,803
- Rocky Hill portion \$ 6,684

3.8 Authorize Bidding for Goods and Services – authorize the solicitation of bids for goods and services for the 2015-2016 school year as determined by the School Business Administrator.

3.9 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, hereinafter referred to as the SRESC, 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 that in consideration of pro-rated contract costs, plus an administration fee of 4%, as presented to the Montgomery Township School District as calculated by the billing formula adopted by the SCESC. Said formula shall be based on a route cost divided by home to school mileage of students allocated to each participating district. The total amount to be charged to district 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 Commission superintendent, 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. Transportation each day while school or classes attended are in session;
- c. Monthly billing and invoices;
- d. Computer print-outs of student lists for all routes coordinated by SCESC;
- e. All information necessary for the accurate submission of the District Report of Transported Resident Students;
- f. All necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- g. Constant/timely review and revision of routes;

- h. Transportation as soon as possible after receipt of the formal written request;
 - i. A bid analysis to participating district boards of education upon their request; and
 - j. Timely submission of contracts, contract renewals or contract addenda to the county office for approval.
2. It is further agreed that the Montgomery Township School District 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. 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.
7. Length of Agreement: This agreement and obligations and requirements therein shall be in effect between September 1, 2015 and August 31, 2016.

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.

- 3.10 Renewal of Contract/Air Conditioning and Ventilation Controls (Bid #B14-03) – renew for the 2015-2016 school year the following bid: B14-03 of 2013-2014 awarded on May 28, 2013 and renewed on March 25, 2014 in accordance with N.J.S.A. 18A:18A-42.

<u>Vendor</u>	
Automatic Temperature Control Services, Inc. Middlesex, NJ	<p>July 1, 2015 – June 30, 2016</p> <p>Hourly Rate- \$131.00 8:00 AM-4:00 PM</p> <p>Evening Rate- \$161.00 4:00 PM-8:00 AM</p> <p>Overtime Rate-Sat., Sun. & Holidays \$171.00</p> <p>Part Mark-Up % List -30%</p>

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

- 3.11 Renewal of Contract/District Fire Alarm Testing, Maintenance and Repair (Bid #B14-04) – renew for the 2015-2016 school year the following bid: B14-04 of 2013-2014 awarded on May 28, 2013 and renewed on March 25, 2014 in accordance with N.J.S.A. 18A:18A-42.

<u>Vendor</u>	
Open Systems Integrators, Inc. Manalapan, NJ	<p>July 1, 2015 – June 30, 2016</p> <p>Yearly Maint. \$27,454.00</p> <p>Hourly Rate- \$96.00 8:00 AM-4:00 PM</p> <p>Evening Rate- \$145.00 4:00 PM-8:00 AM</p> <p>Overtime Rate-Sat., Sun. & Holidays \$192.00</p> <p>Part Mark-Up %: 21%</p>

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

- 3.12 Renewal of Contract/Electrician (Bid #B15-02) – renew for the 2015-2016 school year the following bid: B15-02 of 2014-2015 awarded on April 22, 2014 in accordance with N.J.S.A. 18A:18A-42.

Vendor

MTB Electric, LLC Long Valley, NJ	July 1, 2015 – June 30, 2016 Hourly Rate- \$80.42 8:00 AM-4:00 PM Evening Rate- \$100.00 4:00 PM-8:00 AM Overtime Rate-Sat., \$120.63 Sun. & Holidays Part Mark-Up %: 0%
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The renewal is at no increase to the Board of Education.

- 3.13 Renewal of Contract/Refuse Removal for the Montgomery Township Board of Education (Bid #B15-04) – renew for the 2015-2016 school year the following bid: B15-04 of 2014-2015 awarded on April 22, 2014 in accordance with N.J.S.A. 18A:18A-42.

<u>Vendor</u> Republic Services of NJ, LLC dba Raritan Valley Disposal Services Clinton, NJ	Cost of Yearly Removal of Refuse July 1, 2015 – June 30, 2016 \$50,490.00
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The renewal is at no increase to the Board of Education.

- 3.14 Renewal of Contract/Custodial Services for the Lower Montgomery Middle School (Bid #B15-05) – renew for the 2015-2016 school year the following bid: B15-05 of 2014-2015 awarded on May 27, 2014 in accordance with N.J.S.A. 18A:18A-42.

<u>Vendor</u> All Clean Building Service, Inc. Lawrenceville, NJ	July 1, 2015 – June 30, 2016 9/1/15-6/30/16 7/1/15-8/31/15 <u>Day & Evening</u> <u>Summer</u> <u>Cleaning</u> <u>Cleaning</u> \$148,000.00 \$18,000.00
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The renewal is at no increase to the Board of Education.

- 3.15 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:

<u>Category</u> General Classroom Supplies	<u>Vendor</u> Cascade School Supplies
Audio Visual Supplies	Camcor, Inc. Paper Clips, Inc. Troxell Communications, Inc. Valiant National AV Supply
Copy Duplicator Paper	W. B. Mason Co., Inc.
Family Consumer Science Supplies	Metco Supply Inc.

	NASCO S.A.N.E.
Fine Arts Supplies	Cascade School Supplies Ceramic Supply, Inc. Blick Art Materials LLC NASCO National Art & School Supplies School Specialty, Inc./Sax Arts Ed. Sheffield Pottery, Inc. Triarco Arts & Crafts, LLC
Health & Trainer Supplies	Henry Schein Inc. Medco Supply dba Patterson Medical School Health Corporation
Language Arts/World Languages	Teachers Discovery/American Eagle Co. Inc.
Library Supplies	Cascade School Supplies DEMCO. Inc.
Math Supplies	EAI Education/Eric Armin Inc. ETA Hand2Mind NASCO
Office/Computer Supplies Photography Supplies	Staples Contract & Commercial, Inc. Troxell Communications, Inc.
Physical Education Supplies	Levy's , Inc. NASCO Passon's Sports/BSN Sports & US Games School Specialty, Inc./Sportime
Rocketry	Electronix Express/Science Purchase Midwest Technology Products Paxton Patterson LLC Pitsco Education/Hearlihy
Science Supplies	Carolina Biological Supply, Co. EAI Education/Eric Armin Inc. 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

Teaching Aids

Becker's School Supplies
 Cascade School Supplies
 EAI Education/Eric Armin Inc.
 Kutz Bros.
 Lakeshore Learning Materials
 NASCO
 Really Good Stuff
 School Specialty, Inc./Childcraft
 United Supply Corp.

Technology Supplies

Brodhead-Garrett Company
 Midwest Technology Products
 Paxton Patterson, LLC
 SATCO Supply
 Valley Litho Supply Co.

- 3.16 Approval for Asphalt Pavement Repairs at the Montgomery High School and Upper Montgomery Middle School – approve the asphalt pavement repairs at the Montgomery High School and Upper Montgomery Middle School entered into on behalf of Educational Data Services, Inc., Saddle Brook, NJ, Macadam (Repaving) EDS Bid #6079/24A.

<u>Vendor</u>	<u>Contract Title and Ed-Data Contract #</u>	<u>Total</u>
Diamond Construction Brick, NJ	Macadam (Repaving) EDS Bid #6079/24A	\$12,340.00

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