

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Skillman, New Jersey 08558

Meeting, Tuesday, November 26, 2019
5:30 p.m. Executive Session
7:30 p.m. Public Session
Upper Middle School Media Center

AGENDA FOR REGULAR BUSINESS MEETING

2019-2020 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 November 22, 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

EXECUTIVE SESSION

It is recommended that the Board convene in Executive Session for the purpose of discussing items related to personnel, negotiations with the Association of Principals and Supervisors of Montgomery Township, harassment, intimidation and bullying reports and the superintendent search process. 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 three (3) 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. October 15, 2019 Executive Session Meeting
2. October 15, 2019 Workshop and Business Meeting
3. October 29, 2019 Executive Session Meeting
4. October 29, 2019 Special Meeting

CORRESPONDENCE TO THE BOARD – List of correspondence to the Board:

1. Email dated 10/13/19 from J. Mayer regarding Support for AP Administration Decision
2. Email dated 10/13/19 from S. Schembari regarding MHS AP Exam Letter
3. Email dated 10/13/19 from R. Bawa thanking the board
4. Email dated 10/14/19 from K. Trent regarding AP Exams
5. Email dated 10/15/19 from M. Patterson regarding U.S. Permit Practice Test Database
6. Email dated 10/15/19 from B. Verma thanking the board regarding AP testing letter
7. Email dated 10/18/19 from P. Zaurov regarding GPS tracking on school buses
8. Email dated 11/1/19 from A. Zhang regarding Executive Session
9. Email dated 11/11/19 from J. Griesinger regarding NJDOE Grants

PUBLIC COMMENTS

Members of the public are allotted one opportunity to address the Board regarding the **Action Agenda** for up to a maximum of three (3) 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. Student Control Report
- b. Fire/Security Drill Report
- c. Harassment, Intimidation and Bullying (HIB) Report
- d. Bus Evacuation Drills, Fall 2019

1.2 Policy Second Reading - Accept and adopt the following policies and regulations following a second reading:

- 2330R Homework
- 2431.3 Practice and Pre-Season Heat-Acclimation for Interscholastic Athletes
- 5117 Interdistrict Public School Choice
- 5530 Substance Abuse
- 5530R Substance Abuse
- 5550 Disaffected Students
- 5550R Disaffected Students
- 5560 Disruptive Students
- 5841 Secret Societies
- 9240 Rights of Parents
- 9541 Student Teachers/Interns

1.3 Memorandum of Agreement – Approve the Memorandum of Agreement between the Montgomery Township School District and Law Enforcement 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 Consultant Approvals 2019-2020 - Approve the following consultants for the 2019-2020 school year:

CONSULTANT NAME/VENDOR	SERVICES PROVIDED	RATES OF SERVICE
Team Life Inc.	CPR/AED Training Travel Fee	\$55.00/person \$150.00/day
Ellen Rousseau, LLC	Complete Education Evaluation Attend Meetings as LDTC	\$375.00/evaluation \$30.00/hour

3.0 OPERATIONS, FACILITIES AND 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 October 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 October 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 October 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 October 24, 2019, October 25, 2019, October 29, 2019, October 30, 2019, October 31, 2019, November 11, 2019 and November 27, 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 \$9,423,500.40 and

General Account	\$9,216,878.84
Food Service Account	\$206,621.56
TOTAL	\$9,423,500.40

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 11/26/19.

3.5 Submission of the 2019-2020 School Safety and Security Plan

WHEREAS, each school district shall develop and implement comprehensive plans, procedures, and mechanisms that provide for safety and security in the school district; and

WHEREAS, the chief school administrator shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and other community resources, as appropriate; and

WHEREAS, the district board of education shall disseminate to its employees a copy of the school safety and security plan; and

WHEREAS, the district board of education shall develop and provide an in-service training program for all district board of education employees to enable them to recognize and appropriately respond to safety and security concerns; and

NOW THEREFORE BE IT RESOLVED THAT, upon the recommendation of the Superintendent of Schools, the Montgomery Township Board of Education approves the submission of the 2019-2020 School Safety and Security Plan Review Statement of Assurance (SOA) to the New Jersey Department of Education.

- 3.6 Approval for the Purchase of Diesel Fuel – approve the purchase of Red Dyed #2 Diesel Ultra Low Sulfur Fuel and Red Dyed Winter Blend 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-0036-19 for the 2019-2020 school year

<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 \$0.079 per gallon
National Fuel Oil, Inc. Newark, NJ	#2D Winter Blend Ultra Low Sulfur Fuel (November 1 st through April 15 th)	Up Charge \$0.0749 per gallon

- 3.7 Discussion of the 2019 Fiscal Year End Audit, Acceptance of Said Audit, Approval of the 2019 Fiscal Year End Corrective Action Plan

WHEREAS, the Board of Education of Montgomery Township (the Board) caused an annual audit of the district’s accounts and financial transactions to be conducted by a public school accountant for the 2018-2019 fiscal year pursuant to NJSA 18A:23; and

WHEREAS, said “Comprehensive Annual Financial Report” and “Auditor’s Management Report” for the fiscal year ended June 30, 2019 are required to be filed in duplicate with the Office of the Commissioner, pursuant to NJSA 18A:23-3; and

WHEREAS, a presentation of the audit with discussion of the district’s fiscal status, audit findings and recommendations was made to the Board and public by members of the audit firm of Suplee, Clooney & Company at the board meeting of November 26, 2019; and

WHEREAS, the presentation allowed for a public discussion of the audit results including the district’s overall financial position, reserved, unreserved and excess surplus fund balances, funding of worker’s compensation and compensated absences, and food services’ operations; and

WHEREAS, the presentation further allowed for a public discussion of the audit results including the district's one (1) audit findings and recommendations, none which was a repeat recommendation, none which was of a significant deficiency, none which was of a material deficiency and all are addressed in the Corrective Action Plan; and

WHEREAS, the synopsis of the CAFR was available to the public at the November 26, 2019 board meeting with copies of the synopsis available at the offices of the School Business Administrator upon request; and

WHEREAS, a Corrective Action Plan has been drafted and disseminated to the board and appropriate parties by the School Business Administrator addressing each of the audit recommendations presented in the Auditor's Management Report in response to their recommendations; and

WHEREAS, the Corrective Actions Plan was provided prior to the board meeting to the Operations, Facilities and Finance Committee for their review, comments and support and providing such support on the action within the Corrective Action Plan;

NOW THEREFORE BE IT RESOLVED, that The Board of Education of Montgomery Township accepts the June 30, 2019 audit and approves the Corrective Action Plan for the fiscal year ended June 30, 2019; and

BE IT FURTHER RESOLVED, that the Board hereby incorporates the Synopsis of the Audit with each specific audit recommendation and the resulting Corrective Action Plan as part of the minutes of this meeting of November 26, 2019, and noting any public discussion of same for the minutes; and

BE IT FURTHER RESOLVED, that the School Business Administrator be directed to forward to the Executive County Superintendent the minutes together with two copies of the CAFR Synopsis, two copies of the Corrective Action Plan, and certified board minutes adopting the above items or as stated in the Department of Education's requirements; and

BE IT FURTHER RESOLVED, in accordance with the directive from the Department of Education, listed below are the specific board action and the disposition of each audit recommendations:

Recommendation 1:

The District will follow all its controls in place with regard to new employees being verified to the Position Control Roster.

Disposition:

Upon board approval of a new position/job description, the Human Resources Department will provide job description to the Office of Business Administration. School Business Administrator affixes account code to the job description and forwards to the Associate School Business Administrator. The Associate School Business Administrator creates and affixes the unique position control number to the job description and forwards to the Human Resources Department.

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

NEXT MEETING

Public Meeting
Montgomery Upper Middle School Media Center
Tuesday, December 17, 2019
7:30 P.M.