

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

**ORGANIZATION MEETING**  
**Thursday, January 4, 2018**  
**6:30 p.m.**  
**Upper Middle School Media Center**

**AGENDA**

The Board Secretary will announce the results of the annual school election.

School Election Results

Ms. Wells will announce the results of the annual school election of November 7, 2017.

<u>Three Candidates (Three-year Term)</u>	<u>Number of Votes</u>
Paul M. Johnson	2,664
Amy Miller	3,159
Ranjana R. Rao	2,220

The Board Secretary will swear in the newly-elected Board members, Mr. Johnson, Ms. Miller, and Ms. Rao.

**ORGANIZATION MEETING**

- I. Call to Order
- II. Roll Call
- III. Salute to the Flag
- IV. Statement of Open Meeting and Public Participation - Annette M. Wells will read the following:

In accordance with the State's Sunshine Law, adequate notice of this meeting was provided by mailing notice of meeting on January 6, 2017 and December 21, 2017. 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.

- V. Nominations for President of the Board – Ms. Wells will open the floor to receive the nominations for the position of President of the Montgomery Township Board of Education.

The newly appointed Board President will ascend to the chair and conduct the remainder of the meeting.

- VI. Nominations for Vice President - \_\_\_\_\_ (Board President) opens the floor to receive the nominations for the position of Vice President of the Montgomery Township Board of Education.

- VII. Appointment of Board Secretary - It is recommended that the Board approve the appointment of Annette M. Wells as Board Secretary and that the Board Secretary be authorized to invest district funds and make all deposits for the district.

- VIII. Official Newspapers for Publication of Legal Notices - It is recommended that the Board approve the designation of the The Courier News and/or The Star-Ledger as the newspapers to publish legal notices for the Board of Education.

- IX. Official Newspapers for Publication of "Open Public Meeting Law" Notices - It is recommended that the Board approve the designation of The Princeton Packet, The Star-Ledger, The Courier News and The Trenton Times as the newspapers to receive notices of Board of Education meetings under the "Open Public Meetings Law."

- X. TD Bank and Santander Bank Designated as Bank Depository - It is recommended that the Board adopt the following resolution:

RESOLVED: That TD Bank be designated as the Depository of some of the funds of the Montgomery Township Board of Education in the various accounts for the ensuing year. For investment purposes, other institutions may be used at the discretion of the School Business Administrator. The following accounts are held with TD Bank:

- General
- Payroll
- Agency
- Food Service
- Capital Reserve
- Flexible Spending Account
- Unemployment Trust
- Vision Account
- Summer Enrichment Account
- Summer Payroll
- Athletic Account

All Activity Accounts for each School

RESOLVED: That Santander Bank be designated as the Depository of some of the funds of the Montgomery Township Board of Education in the various accounts for the ensuing year. For investment purposes, other institutions may be used at the discretion of the School Business Administrator. The following accounts are held with Santander Bank:

- Investment Account
- 2016 Referendum Account
- Emergency Reserve Account

XI. Persons Designated to Sign Checks for the Ensuing Year - It is recommended that the Board adopt the following resolution authorizing check signatures:

RESOLVED: That the general account and food service account in the name of Montgomery Township Board of Education be opened or kept with TD Bank for the deposit in said Bank to the credit of these accounts from time to time of any and all moneys, checks, drafts, notes, acceptances or other evidences of indebtedness, whether belonging to these accounts or otherwise, which may be or thereafter come into its possession, and that the said Bank be and is hereby authorized to make payments from the funds on deposit with it upon and according to the checks, drafts, notes or acceptances of these accounts, to be signed with the following three signatures:

_____	President
Annette M. Wells	Secretary
Charisse D. Gutierrez	Treasurer of School Moneys

In the event the President is unable to sign, \_\_\_\_\_, Vice President, will sign the checks.

Check signatures for the Summer Enrichment; Salary Account; and Agency Account: Treasurer of School Moneys

Check signatures for the Flexible Spending Account: Treasurer of School Moneys and School Business Administrator/Board Secretary

Check signatures for School Activity Accounts: Administrator and Secretary

Check signature for Athletic Account: Athletic Director and School Business Administrator/Board Secretary

XII. 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 2018-2019:

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

XIII. Regular Board Public Meetings - It is recommended that the Board adopt the attached calendar of Board of Education Meetings. Workshop/Business Meetings will generally be held the second Tuesday of the month beginning at 7:30 p.m. The Business Meeting will generally be held the fourth Tuesday of the month beginning at 7:30 p.m. The meetings will be held in the Media Center of Montgomery Upper Middle School. During July, August, October and December one Board meeting a month is scheduled.

XIV. 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.

XV. Readoption of Textbooks - It is recommended that the Board readopt the existing textbooks for the 2018-2019 school year.

XVI. 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.

XVII. Existing Board Policies Adopted for Ensuing Year - It is recommended that the Board adopt the existing policies of the Board of Education for the ensuing year with the understanding that revision of Board policy can be made at any time by Board action.

- XVIII. Code of Ethics - It is recommended that the Board adopt the New Jersey School Boards Association (NJSBA) Code of Ethics as it appears in the district's policy manual (Bylaws 0142):

**NJSBA Code of Ethics for School Board Members**

- A. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- B. I will make decisions in terms of the educational welfare of children and will strive for public schools which can meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- C. I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- D. I will carry out my responsibility, not to administer the schools, but together with my fellow board members, to see that they are well run.
- E. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action, which may compromise the board.
- F. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- G. I will hold confidential all matters pertaining to the schools, which if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board member, interpret to the staff the aspirations of the community for its schools.
- H. I will vote to appoint the most qualified personnel available after consideration of the recommendation of the chief administrative officer.
- I. I will support and protect school personnel in proper performance of their duties.
- J. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

- XIX. Appointments – The Board President will make the following committee assignments for 2018:

- Members of the Assessment, Curriculum and Instruction Committee (ACI);
- Members of the Communications and Advocacy Committee (CAC);
- Members of the Committee of Chairs and Policy (CCP);

- Members of the Human Resource Committee (HRC);
- Members of the Operations, Facilities and Finance Committee (OFF);
- Legislative Liaison for the purpose of receiving materials;
- Board liaisons to the Montgomery Township PTSA;
- Liaison to the Montgomery Township-Rocky Hill Municipal Alliance Committee;
- Voting member and alternate to the New Jersey School Boards Association;
- Member and alternate to the Executive Committee of the Somerset County School Boards Association;

XX. Election of Delegate - It is recommended that the Board of Education elect \_\_\_\_\_ as delegate to the Somerset County Educational Services Commission and \_\_\_\_\_ as alternate delegate.

#### PRESENTATION

Dr. William H. Adams from ECRA Group, Inc. will give a presentation on School Board Governance: Roles, Responsibility and Relationships.

BOARD/PUBLIC COMMENTS – Members of the public are allotted one opportunity to address the Board regarding **the organization agenda or any other business** for a maximum of five (5) minutes during this period of the meeting. All responses will be provided at the end of this session.

#### ADJOURNMENT

**PROPOSED SCHEDULE OF BOARD MEETINGS**

Following is the **PROPOSED** meeting schedule for the Montgomery Township Board of Education for the year 2018. Generally the Board will meet on the second and fourth Tuesday of each month except in those cases where this date is a holiday and schools are closed. Then an alternate day shall be utilized. For the months of July, August, and December one meeting has been scheduled. The meeting place will be the Montgomery Middle School Upper Campus media center. The public portion of the meetings will begin at 7:30 p.m.

**PROPOSED:** At the Montgomery Township Board of Education Organization Meeting of January 4, 2018.

Tuesday	Workshop/Business	January 9, 2018
Tuesday	Business	January 23, 2018
Tuesday	Workshop/Business	February 13, 2018
Tuesday	Business	February 27, 2018
Tuesday	Workshop/Business	March 13, 2018
Tuesday	Business	March 27, 2018
Tuesday	Workshop/Business	April 10, 2018
Tuesday	Business	April 24, 2018
Tuesday	Workshop/Business	May 8, 2018
Tuesday	Business	May 22, 2018
Tuesday	Workshop/Business	June 12, 2018
Tuesday	Business	June 26, 2018
Tuesday	Workshop/Business	July 17, 2018
Tuesday	Workshop/Business	August 14, 2018
Tuesday	Workshop/Business	September 11, 2018
Tuesday	Business	September 25, 2018
Tuesday	Workshop/Business	October 16, 2018
Tuesday	Workshop/Business	November 13, 2018
Tuesday	Business	November 27, 2018
Tuesday	Workshop/Business	December 18, 2018
Tuesday	Organization and Business	January 3, 2019