

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Skillman, New Jersey 08558

Meeting, Tuesday, September 24, 2019
6:00 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 September 20, 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 and negotiations with the Association of Principals and Supervisors of Montgomery Township. 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. August 20, 2019 Executive Session Meeting
2. August 20, 2019 Workshop and Business Meeting

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

1. Email dated 8/23/19 from N. Bhatt regarding Police stop in front of MHS
2. Email dated 8/23/19 from D. Nieman regarding Police stop in front of MHS
3. Email dated 8/24/19 from S. Jaffer regarding Police stop in front of MHS
4. Email dated 8/27/19 from L. Gaynor regarding Intro Letter
5. Email dated 9/13/19 from J. Barth regarding Changes to School Year Calendar
6. Email dated 9/15/19 from M. Bhattacharya regarding Special Education PTA Fall Festival
7. Email dated 9/17/19 from C. Magliochetti regarding 5G Tower
8. Email dated 9/20/19 from W. Wang regarding AP Chinese tests offered to students

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

- 1540 Administrator’s Code of Ethics
- 3159 Teaching Staff Member/School District Reporting Responsibilities
- 3232 Tutoring Services
- 3232R Tutoring Services
- 3437 Military Service
- 3439 Jury Duty
- 4159 Support Staff Member/School District Reporting Responsibilities
- 4437 Military Leave
- 4438 Jury Duty
- 5130 Withdrawal from School
- 5240 Tardiness
- 5305 Health Services Personnel
- 7433 Hazardous Substances
- 8810 Religious Holidays

1.2 Policy First Reading - Accept the following policy as a first reading:

- 2330 Homework
- 3125.2 Employment of Substitute Teachers
- 3141 Resignation
- 3211.3 Consulting Outside the District
- 3231 Outside Employment as Athletic Coach
- 4211.3 Consulting Outside the District
- 5752 Marital Status and Pregnancy
- 6831 Withholding or Recovering State Aid

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 2019-2020

Approve the following Out-of-District placements for the 2019-2020 School Year.

| Pupil ID | School | Dates | TUITION | | |
|----------|------------------------------|----------------|---------|--------------|----------------|
| | | | ESY | RSY | Total for Year |
| 100457 | Collier School Withdrawal | 9/4/19-6/21/20 | | -\$63,221.00 | -\$63,221.00 |
| 105959 | Center School 1:1 Aide | 9/5/19-6/23/20 | | \$30,600.00 | \$30,600.00 |

2.2 Donation - Accept the donation of photography equipment valued at approximately \$3,000, which includes a heat press and other various materials, from Ms. Barbara Berger to be utilized by the Montgomery High School Photography program.

2.3 Consultant Approvals 2019-2020

Approve the following consultants for the 2019-2020 School Year.

| CONSULTANT NAME/VENDOR | SERVICES PROVIDED | RATES OF SERVICE |
|-------------------------------|-----------------------------|-------------------------|
| Silvergate Prep | Medical Bedside Instruction | \$55.00/hour |
| New Hope I.B.H.C. | Medical Bedside Instruction | \$55.00/hour |

2.4 Science Olympiad Team Field Trip Approval - Approve the field trips as indicated below for the MHS Science Olympiad Team to participate in the Science Olympiad Regional Invitational Competitions, at no cost to the Montgomery Township School District:

| | |
|--|---------------------|
| Cornell University, Ithaca, NY | 11/22/19 – 11/23/19 |
| Massachusetts Institute of Technology Cambridge, MA | 1/24/20 – 1/25/20 |
| Yale University, New Haven, CT | 1/31/20 – 2/1/20 |

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 August 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 August 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 August 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 , August 21, 2019, August 22, 2019, August 28, 2019, September 9, 2019, September 13, 2019 and September 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 \$8,754,162.47 and

| | |
|-----------------------------|-----------------------|
| General Account | \$8,749,757.13 |
| Food Service Account | \$ 4,405.34 |
| TOTAL | \$8,754,162.47 |

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 9/24/19.

3.5 Approval of Change Orders for Site Improvements at Montgomery Upper Middle School

WHEREAS, on 01/15/2019 the Montgomery Township Board of Education awarded Top Line Construction Corporation a bid numbered CP19-02/PSA-6423UMS for site improvements at Montgomery Upper Middle School in the total contract lump sum of \$1,523,297.00 inclusive of a \$50,000 general allowance amount and inclusive of a \$52,165 restoration allowance; and

WHEREAS, the district architect, Parette, Somjen Architects, for the site improvement at the Montgomery Upper Middle School project had determined a need for and the Board had previously approved the following four change orders:

- Change order #1 in the amount of \$5,832 to install and splice a new piece of exterior collects cable that was damaged during excavation.
- Change order #2 in the amount of \$16,410 to remove an additional tree, and curbing and add additional storm water grades.
- Change order #3 in the amount of \$6,221.11 for labor and equipment to install new electrical conduit for existing poll lights.
- Change order #4 in the amount of \$15,163.00 to replace approximately 295 linear feet of the sanitary sewer line and four cleanouts from the transportation garage through the transportation lot to the main parking lot.

WHEREAS, the district architect, Parette, Somjen Architects, for the site improvement at the Montgomery Upper Middle School project has determined a need for and is recommending to the board the following change orders:

- Change order #5 to be cancelled in the amount of \$5,978 for Pitt Bull to install a new Point-to-Point Wireless Antenna and radio Kit.
- Change order #5 to be credited in the amount of \$5,978 for Pitt Bull to install a new Point-to-Point Wireless Antenna and radio Kit to be contracted directly with the district.
- Change order #6 to repair an existing storm water inlet located near the north entrance to the bus parking lot underneath the solar panel canopy.

- Change order #7 to install (2) two bollards furnished by the Owner.
- Change order #8 for subgrade reconstruction work – the excavation of 1’ to 2’ depth of soil. Excavated areas were covered with black geo-textile roll of material and three-quarter inch clean stone.

WHEREAS, the Operations, Facilities and Finance Committee was given approval at the June 25, 2019 board meeting to approve change orders during the summer; and

WHEREAS, the School Business Administrator informed the members of the Operations, Facilities and Finance Committee to which all committee members supported change order #5; and

WHEREAS, the administration discussed with the members of the Operations, Facilities and Finance Committee at its September 20, 2019 committee meeting change orders #6, #7 & #8 to which all committee members supported; and

WHEREAS, below is an accounting of the contract and allowances inclusive of change orders 1 through 8:

| | | |
|--|---------------------|------------------------|
| Original Contract Amount Including Allowances | | \$ 1,523,297.02 |
| Total General Allowances Included in Contract | \$ 50,000.00 | |
| Change Orders Affecting Allowances | | |
| Change Order #1 | (5,832.00) | |
| Change Order #2 | (16,410.00) | |
| Change Order #3 | (6,221.11) | |
| Change Order #4 | (15,163.00) | |
| Change Order #5 | (5,978.00) | |
| Change Order #5 - Cancel Deduct | 5,978.00 | |
| Change Order #5 - Credit Contract | 5,978.00 | |
| Change Order #6 | (375.00) | |
| Change Order #7 | (840.00) | |
| Unused Allowance | <u>\$ 11,136.89</u> | |
| Total Restoration Allowances Included in Contract | \$ 52,165.00 | |
| Change Orders Affecting Allowances | | |
| Change Order #8 | (8,346.40) | |
| Unused Allowance | <u>\$ 43,818.60</u> | |
| Change Orders Not Affecting Allowances | | |
| None | | |
| Potential Credit for Unused Allowance | | (54,955.49) |
| Adjusted Contract Balance | | <u>\$ 1,468,341.53</u> |

NOW, THEREFORE BE IT RESOLVED, upon the recommendation of the district's Architect of Record, Parette, Somjen Architects, that the Montgomery Board of Education approves the following change orders:

- Change order #5 to be cancelled in the amount of \$5,978 for Pitt Bull to install a new Point-to-Point Wireless Antenna and radio Kit.
- Change order #5 to be credited in the amount of \$5,978 for Pitt Bull to install a new Point-to-Point Wireless Antenna and radio Kit to be contracted directly with the district.
- Change order #6 to repair an existing storm water inlet located near the north entrance to the bus parking lot underneath the solar panel canopy.
- Change order #7 to install (2) two bollards furnished by the Owner.
- Change order #8 for subgrade reconstruction work – the excavation of 1' to 2' depth of soil. Excavated areas were covered with black geo-textile roll of material and three-quarter inch clean stone.

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.

3.6 Approval of Change Orders for Sidewalk Improvements at Montgomery High School

WHEREAS, on 04/09/2019 the Montgomery Township Board of Education awarded S. Batata Construction a bid numbered CP19-03/PSA-6423HS for sidewalk improvements at Montgomery High School in the total contract lump sum of \$700,875.00 inclusive of a \$50,000 general allowance; and

WHEREAS, the district architect, Parette, Somjen Architects, for the sidewalk improvements at Montgomery High School has determined a need for and is recommending to the board the following change orders:

- Change order #1 in the amount of \$4,500 to replace approximately 60 linear feet section of existing sanitary line that is located subgrade near the High School main entrance.
- Change order #2 in the amount of \$2,250 to replace a section of existing sanitary line that is located subgrade at the bus side entrance. A section of this line was replaced in April 2017. This proposal is to replace the remaining section of sanitary piping from where it was replaced in 2017 back to the building side entrance.
- Change order #3 in the amount of \$5,550 to replace 185 linear feet of existing concrete curb with new 185 LF of curbing.

WHEREAS, the Operations, Facilities and Finance Committee was given approval at the June 25, 2019 board meeting to approve change orders during the summer; and

WHEREAS, the administration discussed with the members of the Operations, Facilities and Finance Committee at its September 20, 2019 committee meeting change orders #1, #2 & #3 to which all committee members supported; and

WHEREAS, below is an accounting of the contract and allowances inclusive of change orders 1 through 3:

| | | |
|--|---------------------|----------------------|
| Original Contract Amount Including Allowances | | \$ 700,875.00 |
| Total General Allowances Included in Contract | \$ 50,000.00 | |
| Change Orders Affecting Allowances | | |
| Change Order #1 | (4,500.00) | |
| Change Order #2 | (2,250.00) | |
| Change Order #3 | (5,550.00) | |
| Unused Allowance | <u>\$ 37,700.00</u> | |
| Change Orders Not Affecting Allowances | | |
| None | | |
| Potential Credit for Unused Allowance | | (37,700.00) |
| Adjusted Contract Balance | | <u>\$ 663,175.00</u> |

NOW, THEREFORE BE IT RESOLVED, upon the recommendation of the district’s Architect of Record, Parette, Somjen Architects, that the Montgomery Board of Education approves the following change orders:

- Change order #1 in the amount of \$4,500 to replace approximately 60 linear feet section of existing sanitary line that is located subgrade near the High School main entrance.
- Change order #2 in the amount of \$2,250 to replace a section of existing sanitary line that is located subgrade at the bus side entrance. A section of this line was replaced in April 2017. This proposal is to replace the remaining section of sanitary piping from where it was replaced in 2017 back to the building side entrance.
- Change order #3 in the amount of \$5,550 to replace 185 linear feet of existing concrete curb with new 185 LF of curbing.

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.

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