

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

**Meeting, Tuesday, May 24, 2011**  
**7:00 p.m. Executive Session**  
**7:30 p.m. Public Session**  
**Upper Middle School Media Center**

**WORKSHOP AND BUSINESS MEETING A G E N D A**

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 the meeting on May 4, 2011 and May 17, 2011. Notice was provided to Board of Education Members, Montgomery Township Clerk, Rocky Hill Borough Clerk, Public Library, Township Posting, School Postings, 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.

EXECUTIVE SESSION

It is recommended that the Board convene in Executive Session for the purpose of discussing a settlement proposal on a special education litigation matter, a student disciplinary matter and matters related to personnel which include the employment of staff, renewals of employment contracts, resignations, retirements and leaves of absence. When the need for confidentiality no longer exists, the matter will be disclosed to the public.

RECONVENE IN OPEN SESSION – 7:30 p.m.

SALUTE THE FLAG

ROLL CALL

BOARD RECOGNITION

SUPERINTENDENT'S REPORT

COMMITTEE/REPRESENTATIVE REPORTS

Board Committee Reports

- Assessment, Curriculum and Instruction Committee Report
- Finance and Budget Committee Report
- Human Resources Committee Report
- Operations and Facilities Committee Report
- Policy Committee Report
- President's Report

### Representative Reports

- Student Representative Report
- MTEA Report
- Board Member Delegate/Representative Reports  
(SCSBA, PTSA, Legislative, NJSBA, Ed. Services Commission, etc.)

**BOARD/PUBLIC COMMENTS** – Members of the public are allotted one opportunity to address the Board regarding **Board Committee, Representative Reports, Superintendent’s Report or any other business** for a maximum of five (5) minutes during this period of the meeting.

**APPROVAL OF MINUTES** – It is recommended that the Board approve the minutes of the following Board Meeting(s):

1. April 12, 2011 Executive Session
2. April 12, 2011 Workshop and Special Meeting
3. April 26, 2011 Executive Session
4. April 26, 2011 Business Meeting
5. May 3, 2011 Reorganization Meeting

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

1. E-mail from A. Wirsul dated April 25, 2011 regarding previous correspondence
2. E-mail from R. Cavalli dated April 26, 2011 regarding statement inquiry
3. E-mail from T. Shea dated April 27, 2011 regarding triple tier
4. Letter from V. Yeh dated April 27, 2011 regarding Chinese language program
5. E-mail from R. Scharer dated May 12, 2011 regarding school issues
6. FAX from S. Wixson dated May 19, 2011 regarding grievance policy

### **ACTION AGENDA**

#### **PUBLIC COMMENTS**

Members of the public are allotted one opportunity to address the Board regarding the **Action Agenda** for a maximum of five (5) minutes during this period of the meeting.

#### **1.0 ADMINISTRATIVE**

The Superintendent recommends that the Board of Education approve the administrative items as follows:

##### **1.1 Routine Monthly Reports** – as attached

1. Student Care and Control Report
2. Teacher Absences Report
3. Fire Drill Report
4. Timeline of Critical Activities

##### **1.2 Policy First Reading** – Approve the following Policy and Regulation as a first reading:

<u>Number</u>	<u>Title</u>
2440 & 2440R	Summer Session
2461 & 2461R	Sp. Ed./Receiving Schools

2461.01	Sp. Ed./Receiving Schools-IEP Implementation
2461.02	Sp. Ed./Receiving Schools-Suspension
2461.03	Sp. Ed./Receiving Schools-Pupil Records
2461.04	Sp. Ed./Receiving Schools-Sp. Ed. And Related Services
2461.05	Sp. Ed./Receiving Schools-IEP Compliance
2461.06	Sp. Ed./Receiving Schools-Highly Qualified & Appropriately Certified Staff
2461.07	Sp. Ed./Receiving Schools-Termination of Placement
2461.08	Sp. Ed./Receiving Schools-In-Service Training
2461.09	Sp. Ed./Receiving Schools-Statewide & District-wide Assessment Prog.
2461.10	Sp. Ed./Receiving School-Full Educational Opportunity
2461.11	Sp. Ed./Receiving Schools-Staff Consultation
2461.12	Sp. Ed./Receiving Schools-Length of Schools and Academic Year
6150	Tuition Income
6220	Budget Preparation
6311	Contracts for Goods or Services Funded by Federal Grants
6820	Financial Report

- 1.3 Policy Second Reading and Adoption – Approve and adopt the following policy following a second reading:

<u>Number</u>	<u>Policy</u>
0141.1	Board Member and Term-Sending District
0141.2	Board Member and Term-Receiving District
1230	Superintendent’s Duties
1522	School-Level Planning
3144	Certification of Tenure Charges

**2.0 CURRICULUM & INSTRUCTION**

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

- 2.1 Approve the following Out-of-District placements for the 2010/11 school year:

<u>Pupil ID#</u>	<u>Class.</u>	<u>School</u>	TUITION			
			<u>Anticipated Start Date</u>	<u>ESY</u>	<u>RSY</u>	<u>Total for Year</u>
101248	ED	Warren Hills School District	5/16/11	NA	\$2,683.38 prorated	\$2,683.38 prorated

- 2.2 Rescind the following Out-of-District placements for the 2010/11 school year:

<u>Pupil ID#</u>	<u>Class.</u>	<u>School</u>	<u>Effective Date</u>	TUITION			
				<u>ESY</u>	<u>RSY</u>	<u>Total for Year</u>	<u>Reason</u>
101248	ED	Coastal Learning Center	4/15/11	NA	\$8,996.12	\$8,996.12 approx. savings	New Placement
234251	Aut	Hillsborough School District	5/6/11	NA	\$4,166.63	\$4,166.63 approx. savings	Program Change to Home Instruction

2.3 Approve the following consultants for the 2010/11 school year:

CONSULTANT NAME/VENDOR	SERVICES PROVIDED	RATES OF SERVICE
Rutgers, State Univ. of NJ Douglass Outreach Douglass Developmental Disabilities Center	Home Based Programming: Direct Service Provider Program Coordinator Home-Base ABA Assessment Travel	\$55.00/hour \$90.00/hour \$90.00/hour \$40.00/hour
Berks County Intermediate Unit for Comprehensive Addiction Treatment Recovery for Life (Caron)	Educational Services	\$27.50/hour
Dr. Elliott Gursky & Associates (Dr. Steven Kennelly)	Neuropsychological evaluations	\$3500.00/evaluation
Centris Group	Purchase of Special Education IEP Direct Software Annual License	\$19,375.00 \$12,352.61
NJ Center for Tourette Syndrome & Associated Disorders, inc. (NJCTS)	Tourette Syndrome In-Service Presentation	\$100.00
Eden Outreach Services	Speech-Language Autism Evaluation	\$500.00/evaluation
Hunterdon Medical Center Speech & Language	Central Auditory Processing Evaluation	\$1300.00/evaluation

2.4 Chapter 192/193 Funding Approval - Approve additional funding under the provisions of Chapters 192/193, Nonpublic Auxiliary and Handicapped Services, in the amount of \$1,446.00 for the 2010/11 school year to be allocated as follows:

		Funding Total	
		<u>New Funding</u>	<u>Year-To-Date</u>
Chapter 192	Compensatory Education	\$ 167.00	\$ 167.00
Chapter 193	Exam and Classification	\$ 1,279.00	\$21,842.00

2.5 Trip Approval/MHS – Approve the MHS Math League’s trip proposal to attend the American Regions Math League Contest to be held at Penn State University from June 3-4, 2011 at a cost of \$1,000 for registration fees.

2.6 Trip Approval – 2011/2012 – Approve the Senior Class Trip Proposal to Disney World-Epcot Center from March 6-10, 2012 at no cost to the Board.

2.7 Acceptance of Donation – Accept the donation of 239 computer monitors from Munich RE Corporation. This donation will be used by the technology department throughout the district.

2.8 Summer School Application – Approve the submission of the Application for Approval to Operate Summer School for the Enrichment Program to be held from July 5 – 22, 2011 at Lower Middle School.

**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 April 30, 2011:

- 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 April 30, 2011.

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 April 30, 2011 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 April 30, 2011 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 May – approve the monthly bills as follows:

General Operating	\$6,269,323.28
Food Services	<u>\$ 118,624.89</u>
TOTAL	\$6,387,966.17

3.6 Travel Reimbursement – 2010/2011 and 2011/2012 – approve the Board member and/or staff conference and travel expenses as per the attached list.

3.7 Approval of change orders – approve the following change orders:

Contract:	Upper Middle School Window and Door Replacement
Contractor:	R.D. Architectural Products, Inc.
Change Order Number:	001
Change Order Amount:	\$25,000 (part of allowance – no change in contract)
Description:	Auditorium to Corridor Doors- remove the existing doors and frames and install:

- Four (4) pair Graham FD90 plain sliced red oak doors with 4"x25" metal vision lites x 90 min. WHI fire label x factory stain finish as selected by owner.
- Four (4) Curries 16 gauge, welded hollow metal frames x UL label x factory prime finish
- Hardware: Eight (8) Hager 780-112HD x FR x U28 Continuous hinges, eight (8) Sargent NB8713 x ETL x US32D surface rod exit devices, eight (8) Norton PR 7703 x SP28 door closers, eight (8) Best IE-74 x US26D cylinders, eight (8) Rockwood 8" x 30" x US32D kickplates, four (4) Pemko 276A aluminum thresholds.
- Glazing – ¼" WireLite x 90 min.

Total amount of this change order: \$25,000

Amount to be deducted from allowance of:	\$25,000
Amount of this change order:	\$25,000
Remaining allowance:	\$ 0

Contract: Village Elementary Addition  
 Contractor: Apex Enterprises of Union  
 Change Order Number: 003  
 Change Order Amount: \$16,652.20  
 Description: AE#7: Remove and replace existing hinges at 33 exterior doors.

Total amount of this change order: \$16,652.20

Amount to be deducted from this allowance: \$30,000.00  
 Previous change orders: \$ 7,911.29  
 Amount of this change order: \$16,652.20  
 Remaining allowance: \$ 5,436.51

Contract: Orchard Hill/Village Mechanical  
 Contractor: Preferred Mechanical, Inc.  
 Change Order Number: 002  
 Change Order Amount: \$6,591.00  
 Description: Orchard Hill Elementary School – PMI#2: Furnish and install additional domestic cold water, domestic hot water and hot water circulation line per sketch SKM-02A

Contract: Orchard Hill/Village Mechanical  
 Contractor: Preferred Mechanical, Inc.  
 Change Order Number: 003  
 Change Order Amount: \$32,575.00  
 Description: Orchard Hill Elementary School – PMI #4: Furnish and install post and beam pipe supports for boiler room piping per drawing.

3.8 Schedule for Requisition of Taxes - approve the schedule for requisition of taxes from Montgomery Township for the 2011-2012 school year.

**MONTGOMERY TOWNSHIP  
 TAX LEVY SCHEDULE FOR 2011-2012**

	<b>General Fund</b>	<b>Debt Service</b>	<b>Total</b>
JULY 1, 2011	\$5,334,856	\$1,621,950	\$6,956,806
AUGUST 1, 2011	\$5,334,856	\$1,621,950	\$6,956,806
SEPTEMBER 1, 2011	\$5,217,605		\$5,217,605
OCTOBER 3, 2011	\$5,217,605		\$5,217,605
NOVEMBER 1, 2011	\$5,217,605		\$5,217,605
DECEMBER 1, 2011	\$5,217,605.44		\$5,217,605.44
<b>TOTAL 2011</b>	<b>\$31,540,132.44</b>	<b>\$3,243,900</b>	<b>\$34,784,032.44</b>
JANUARY 2, 2012	\$5,256,689	\$1,081,300	\$6,337,989
FEBRUARY 1, 2012	\$5,256,689	\$1,081,300	\$6,337,989

MARCH 1, 2012	\$5,256,689	\$1,081,297.44	\$6,337,986.44
APRIL 2, 2012	\$5,256,689		\$5,256,689
MAY 1, 2012	\$5,256,689		\$5,256,689
JUNE 1, 2012	\$5,256,688		\$5,256,688
<b>TOTAL 2011</b>	<b>\$31,540,133</b>	<b>\$3,243,897.44</b>	<b>\$34,784,030.44</b>
<b>TOTAL LEVY</b>	<b>\$63,080,265.44</b>	<b>\$6,487,797.44</b>	<b>\$69,568,062.88</b>

- 3.9 Schedule for Requisition of Taxes - approve the schedule for requisition of taxes from the Borough of Rocky Hill for the 2011-2012 school year.

**BOROUGH OF ROCKY HILL  
 TAX LEVY SCHEDULE FOR 2011-2012**

	<b>General Fund</b>	<b>Debt Service</b>	<b>Total</b>
JULY 29, 2011	\$274,466.00	\$11,345.03	\$285,811.03
AUGUST 1, 2011			\$0.00
SEPTEMBER 1, 2011	\$214,359.00		\$214,359.00
OCTOBER 3, 2011	\$214,359.00		\$214,359.00
NOVEMBER 1, 2011			\$0.00
DECEMBER 1, 2011			\$0.00
<b>TOTAL 2011</b>	<b>\$703,184.00</b>	<b>\$11,345.03</b>	<b>\$714,529.03</b>
JANUARY 2, 2012	\$234,394.56	\$11,345.53	\$245,740.09
FEBRUARY 1, 2012			\$0.00
MARCH 1, 2012	\$234,395.00		\$234,395.00
APRIL 2, 2012	\$234,395.00		\$234,395.00
MAY 1, 2012			\$0.00
JUNE 1, 2012			\$0.00
<b>TOTAL 2012</b>	<b>\$703,184.56</b>	<b>\$11,345.53</b>	<b>\$714,530.09</b>
<b>TOTAL LEVY</b>	<b>\$1,406,368.56</b>	<b>\$22,690.56</b>	<b>\$1,429,059.12</b>

- 3.10 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 SCESC, 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 6%, as presented to the Montgomery Township School District as calculated by the billing formula adopted by the SCESC's Board of Education. 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.

I. 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. monthly billing and invoices;
- c. computer print-outs of student lists for all routes coordinated by SCESC;
- d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- e. constant review and revision of routes;
- f. It is further agreed that the Montgomery Township School District will provide the SCESC with the following:
  1. requests for any additional transportation on approved forms to be provided by the SCESC, completed in full and signed by previously authorized district personnel;
  2. withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received;

II. Additional Cost – all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district. All such costs must first be approved by the Montgomery Township School District.

III. WHEREAS, the SCESC also provides coordinated regional bus maintenance services, safety training, coordinated purchasing, professional development and other related transportation services for an additional fee as a shared services program, the LEA (district board of education) may participate at any time.

IV. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2011 and June 30, 2012.

V. Entire Agreement – this agreement constitutes the entire and only agreement between the parties and may be amended by the Instrument in writing over authorized signature.

- 3.11 Renewal of Contract/Diesel Fuel (Bid #B10-11) – It is recommended that the Board of Education renew for the 2011-2012 school year the following bid B10-11 of 2009-2010 awarded on June 16, 2009 and renewed on March 23, 2010 in accordance with N.J.S.A. 18A:18A-42.

<u>Vendor</u>	Fixed Delivery Prices	
	Ultra Low Sulfur Diesel Fuel, #2D	Ultra Low Sulfur Diesel Fuel, #2D Winter Blend
Allied Oil, LLC Hillsborough, NJ	+\$0.0765	+\$0.0965

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

- 3.12 Receipt and Award of Bid – Refuse Removal for the Montgomery Township Board of Education (Bid #B12-02) – Bids were received on May 12, 2011 for refuse removal for the Montgomery Township Board of Education as follows:

<u>Vendor</u>	<u>Base Bid</u>
Republic Services of NJ, LLC dba Raritan Valley Disposal Clinton, NJ	\$53,928.00
Premier Disposal Inc. Glen Gardner, NJ	\$54,499.92
Carnevale Disposal Inc. Hamilton, NJ	\$67,590.00

It is recommended that the Board of Education award Bid #B12-02 for refuse removal for the Montgomery Township Board of Education as follows:

<u>Vendor</u>	<u>Base Bid</u>
Republic Services of NJ, LLC dba Raritan Valley Disposal Clinton, NJ	\$53,928.00

- 3.13 Change in Prescription Drug Carrier – approve the following resolution to authorize a change in carrier for prescription drug coverage for employees:

Per the recommendation of its group insurance broker-of-record, Brown & Brown Benefit Advisors, Inc., the Montgomery Township Board of Education hereby resolves, effective July 1, 2011, to make the following changes to its group insurance program:

1. Terminate its group prescription drug insurance policy with Horizon BCBSNJ, Group Number 85579.
2. Select Benecard Services, Inc. as its group prescription drug insurance carrier, at the rates, benefits, terms, and conditions represented in the report from Brown & Brown Benefit Advisors, Inc.
3. Designate Brown & Brown Benefit Advisors, Inc., as the Board’s group insurance broker-of-record for our new Horizon group prescription drug insurance program. Brown & Brown Benefit Advisors, Inc. is authorized to act on behalf of the Board in all matters related to this program.

Brown & Brown Benefit Advisors, Inc.'s responsibilities will include, but are not limited to, negotiating annual renewal rates, marketing our group insurance programs, and aiding our staff in the resolution of billing, enrollment, and claim problems.

Brown & Brown Benefit Advisors, Inc. is authorized to receive commission payments from Horizon BCBSNJ as compensation for their services, percentages for which are included in Horizon's proposed premium rates.

4. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement this change.

#### 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