

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Skillman, New Jersey 08558

Meeting, Tuesday, October 18, 2011
7:00 p.m. Executive Session
7:30 p.m. Public Session
Upper Middle School Media Center

AGENDA FOR REGULAR BUSINESS MEETING

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 May 4, 2011 and October 11, 2011. 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

It is recommended that the Board convene in Executive Session for the purpose of discussing student disciplinary matters and items related to personnel, which include the following: appointments, retirements, leaves of absences and tuition reimbursements. When the need for confidentiality no longer exists, the matter will be disclosed to the public.

RECONVENE IN OPEN SESSION

SALUTE THE FLAG

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

1. September 13, 2011 Executive Session
2. September 13, 2011 Workshop and Special Meeting
3. September 27, 2011 Executive Session
4. September 27, 2011 Business Meeting

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

1. E-mail from J. Bayer dated 9/19/2011 regarding the solar project
2. E-mail from A. Wirsul dated 9/21/2011 regarding energy and solar panels
3. E-mail from R. Cavalli dated 9/22/2011 regarding news article
4. E-mail from H. Schoenfeld dated 9/23/2011 regarding search process
5. E-mail from A. Wirsul dated 9/23/2011 regarding sustainable environmental initiative
6. E-mail from J. Cheng dated 9/28/2011 regarding activity fee
7. E-mail from D. Fan dated 9/30/2011 regarding AP Chinese

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.

SUPERINTENDENT’S REPORT

- Violence and Vandalism Report for 2010-2011 – Opportunity for Public Hearing

ACTION AGENDA

PUBLIC COMMENTS

Members of the public are allotted one opportunity to address the Board regarding the **Superintendent’s Report** or 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/HIB Report including disciplinary actions taken by the administration
2. Teacher Absences Report
3. Fire Drill Report
4. Progress Report on District Goals

1.2 Assessment, Curriculum and Instruction Committee Charter – Approve the revised Assessment, Curriculum and Instruction Committee Charter (ACI) as attached.

1.3 School Based Steering Committees – Approve membership to the School Based Steering Committees for 2011-2012:

Elementary/K-4

Staff: Shari Goldberg, Susan Lacy, Alfred Hadinger, Kathie Scotti, Lisa Castano, Mary Anne Triano-Vastardis, Wendy Senatra, Jennifer Belmont, Shannon Carlson, Kevin Jacoutot, Lorin Benke, Diana Loiacono, Jaime Maccarone, Lauren Fornal, Jill Williams Parents: Sosi Balian,

Paula Simpkins, Paul Johnson, Christine Petrane, Christine Zoffinger-Guidette, Risa Cooper, Jignya Patel, Helen Lee

MMS/5-8

Staff: Michael Richards, Georgianna Kichura, Robert Skibinski, Stefanie Utt, Gina Ciramella, Lesley Haas, Adam Hackel, Morgan Sterling, Scott Ramsay, James Reed, Jeanne Fedun Parents: Mary Bickel, Jon Russo, Kaushik Sengupta, Christine Art, Joe Glancey, Tracy Hollingsworth, Thomas Dowling

MHS/9-12

Staff: Craig Buszka, Andrew Carfley, Frank Chmiel, Joan Cleary, Cory Delgado, Keith Glock, Kris Grundy, Carla Hampton, Paul Popadiuk, Stacey Want Parents: Mary Holowinsky, Maria Kauzmann, Linda Librizzi, Deb Meola, Bill Rodgers, Rupal Shah, Yiping Wang Students: Rhea Bhargava, Lulu Chen, Paul Coletti, Ally Elicone, Samantha Wagner

1.4 Memorandum of Agreement – Approve revisions to the Memorandum of Agreement between Law Enforcement and Montgomery Township School District.

1.5 District Goals 2011-2012 – Approve district goals for 2011-2012 as follows:

Goal 1: All students acquire the necessary knowledge, skills, and dispositions to succeed as adults in a global society.

- 1.1 To establish a system of curricular and instructional improvement and innovation that is rooted in teacher learning teams
- 1.2 To establish an assessment system that enables teacher learning teams to modify instruction based on common and other assessments
- 1.3 To increase the likelihood of student success at critical milestones in literacy and mathematics
- 1.4 To create, develop and implement an integrated and systemic K-12 social and emotional learning program

Goal 2: All staff members demonstrate commitment to the success of every child and to continual professional growth.

- 2.1 To create, develop and promote teacher learning teams as the engine for instructional improvement and innovation in MTSD
- 2.2 To improve teaching effectiveness by creating a shared understanding of great teaching and learning
- 2.3 To improve teaching effectiveness by using student, parent, teacher and supervisor feedback to inform professional practice
- 2.4 To collaboratively develop and implement a Peer Assistance and Review (PAR) process for identified teachers
- 2.5 To recruit high quality teachers

Goal 3: All members of the school community are connected, known and valued.

- 3.1 To enhance internal communication concerning the improvement/change process with and among staff
- 3.2 To enhance the role of School-based Steering Committees (SBSCs) in school-community governance
- 3.3 To improve student attitudes and perceptions about school 7-12
- 3.4 To increase cultural awareness and sensitivity of faculty and staff

Goal 4: All community members feel welcomed and express pride in their public schools.

- 4.1 To achieve greater levels of energy efficiency
- 4.2 To build pride in our schools – school beautification
- 4.3 To build pride in our schools – external communication and partnership development

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 Placement – Approve the following Out-of-District placement for the 2011/12 school year.

Pupil ID#	Class.	School	TUITION		
			ESY	RSY	Total for Year
102276	REG	Somerset County ESC Alternative High School	NA	\$24,900.00	\$24,900.00

- 2.2 Consultant Approval 2011/2012 – Approve the following consultant for the 2011/12 school year.

CONSULTANT NAME/VENDOR	SERVICES PROVIDED	RATES OF SERVICE
Heather Lopusnick	Full Day Consultation and Observation	\$1,000.00

- 2.3 Chapters 192/193 Funding - Approve funding under the provisions of Chapters 192/193, Nonpublic Auxiliary and Handicapped Services, in the amount of \$47,005.00 for the 2011/12 school year to be allocated as follows:

Chapter 193	Exam & Classification	\$20,768.00
Chapter 193	Corrective Speech	\$21,326.00
Chapter 193	Supplementary Instruction	\$ 4,911.00

- 2.4 Nursing Service Plan 2011-2012 – Approve the Nursing Services Plan for 2011-2012.

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 September 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 September 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 September 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

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

General Operating	\$7,051,616.53
Food Services	\$173,817.88

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

- 3.7 Submission of Comprehensive Maintenance Three-Year Plan – Approve the following resolution regarding the approval and submission of the district's comprehensive maintenance plan:

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Montgomery Township School District are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Whereas, specific proposed expenditures will be subject to review and approval by the Board of Education prior to the commitment of any funds,

Now, therefore, be it resolved, that the Montgomery Township School District hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan for the Montgomery Township School District in compliance with Department of Education requirements.

- 3.8 Maximum Capital Reserve Deposit – That the Montgomery Township Board of Education adopt the following statement:

Whereas, the Montgomery Township School District has 18 projects identified in its current Long-Range Facility Plan that have not been initiated or advanced, and

Whereas, the 18 projects have an estimated total cost over the five-year period of \$771,430, and

Whereas, it is estimated that projects totaling the amount of \$16,000 have been identified as Other Capital Projects that are not eligible for State funding in the form of debt service aid or NJSCC grant funds, and

Whereas, it is estimated that the district has remaining projects in the amount of \$755,430 that are eligible for State funding in the form of debt service aid or NJSCC grant funds in the amount of \$302,172, and

Whereas, the estimated local share of these eligible projects is \$469,258,

Now, therefore be it resolved, that the **maximum** amount the Montgomery School District may deposit in its capital reserve for the local share of eligible projects is \$469,258.

3.9 Approve the Following Resolution Regarding Participation in the Local Government Energy Audit Program

WHEREAS, the New Jersey Board of Public Utilities, Office of Clean Energy administers the Local Government Energy Audit Program (Program), an incentive program to assist local government agencies to conduct energy audits and to encourage implementation of energy conservation measures; and,

WHEREAS, the Governing Body of Montgomery Township Board of Education has decided to apply to participate in the Local Government Energy Audit Program; and,

WHEREAS, the facilities to be audited are in New Jersey, are owned by the Montgomery Township Board of Education, are served by a New Jersey regulated public utility, and that the Montgomery Township Board of Education has not already reserved \$300,000 in the Program this year as of this application; and,

WHEREAS, it is acknowledged that acceptance into the Program is dependent on the Scope of Work and cost proposal, and that Program rules will have to be met in order to receive incentive funds; and,

WHEREAS, upon acceptance into the Program, the Montgomery Township Board of Education will prepare Facility Data Forms and Scopes of Work for each facility to be audited, solicit quotations from the authorized contractors, and submit the Part B application; and,

WHEREAS, the Montgomery Township Board of Education understands that energy audit work cannot proceed until a Application Approval Notice is received from the Program; and,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Montgomery Township Board of Education approves the submission of an Application for participation in the Local Government Energy Audit Program of the New Jersey Board of Public Utilities.

3.10 Approve an Agreement with Middlesex Regional Educational Services Commission – approve an agreement with Middlesex Regional Educational Services Commission for lease purchase bidding/financial advisory services in the amount of \$2,250.

- 3.11 Receipt and Award of Bid – Lease Purchase (Bid #B12-08) – Bids were received on October 12, 2011 for lease purchase of technology equipment for the Montgomery Township School District as follows:

<u>Respondent</u>	<u>Base Bid</u>
Bank of America	2.0325%
US Bancorp Equipment Finance	2.367%
Global Strategic, LLC	2.486%
Sovereign/Santander Bank	2.49%
Municipal Leasing Consultants	2.527%

It is recommended that the Board of Education award Bid #B12-08 for lease purchase of technology equipment for the Montgomery Township School District to Bank of America for their lowest rate bid of 2.0325%.

- 3.12 Receipt, Rejection and Award of Bid – Winter Athletic Awards, Equipment, Supplies and Uniforms for the Montgomery Township School District (Bid #B12-07) – Bids were received on October 7, 2011 for winter athletic awards, equipment, supplies and uniforms for the Montgomery Township School District as follows:

<u>Vendor</u>	<u>Base Bid</u>
Metuchen Center, Inc. New Brunswick, NJ	\$32,421.85
Leisure Sporting Goods Iselin, NJ	\$29,230.00
Triple Crown Sports Old Bridge, NJ	\$21,391.20
Anaconda Sports Lake Katrine, NY	\$16,554.92
Sport Supply Group, Inc. dba BSN, Passon's Sports, US Games Jenkintown, PA	\$5,559.05
Absolute Fencing Gear, Inc. Bridgewater, NJ	\$4,793.50
Blue Gauntlet Fencing Gear, Inc. Saddle Brook, NJ	\$4,686.00
Pyramid School Products Tampa, FL	\$3,351.18
Aluminum Athletic Equipment Co. Royersford, PA	\$474.59

It is recommended the Board of Education reject the bids received from the following vendors; pursuant to 18A:18A-22e since the purposes or provisions or both of N.J.S.18A:18A-1 et seq. are being violated:

Anaconda Sports – Lake Katrine, NY - The low bid received for the boy's basketball white board is being rejected because the vendor substituted a smaller size board than the one detailed in the bid. The low bid received for wrestling scorebooks is being rejected because the scorebooks offered would not allow the recording of the statistics requested by the wrestling coach. Also, it is recommended that the low bid received for the baseball hats be rejected because the vendor substituted an inferior hat than the one specified in the bid.

Metuchen Center Inc. – New Brunswick, NJ - The low bid received for baseball hats is being rejected because the vendor substituted an inferior hat than the one specified in the bid.

It is recommended that the Board of Education award Bid #B12-07 for winter athletic awards, equipment, supplies and uniforms for the Montgomery Township School District as follows:

<u>Vendor</u>	
Leisure Sporting Goods Iselin, NJ	\$15,522.06
Anaconda Sports Lake Katrine, NY	\$3,099.95
Blue Gauntlet Fencing Gear, Inc. Saddle Brook, NJ	\$3,010.00
Absolute Fencing Gear, Inc. Bridgewater, NJ	\$1,659.20
Metuchen Center, Inc. New Brunswick, NJ	\$974.00
Triple Crown Sports Old Bridge, NJ	\$679.80
Sport Supply Group, Inc. dba BSN, Passon's Sports, US Games Jenkintown, PA	\$286.05
Pyramid School Products Tampa, FL	\$44.38

- 3.13 Approval for Kid Connection to use Montgomery Township School Buses for School Trips – approve Kid Connection for the use of Montgomery Township School buses for school trips during the 2011-2012 school year at a rate of \$40 per hour per driver.

3.14 Approval of change order – approve the following change order:

Contract: Upper Middle School Mechanical
Contractor: Gabe Sganga, Inc.
Change Order Number: 005
Change Order Amount: \$25,746.21

Description:

- COR.HV.013 – Install two ductless split A/C systems in existing MDF rooms

4.0 PERSONNEL

The Superintendent recommends that the Board of Education approve the personnel agenda as attached.

ANNOUNCEMENTS BY THE PRESIDENT

ADJOURNMENT

4.1 PERSONNEL

Appointments/Reinstatements (Certificated Staff)

Location	Name	Position	Replacing	Step	Salary	Pro-rated	Dates of Employment/Notes
MHS	Helen Geiger	Student Assistant Counselor	Anne DeGennaro	MA Step 5-6	\$58,910.00	Yes	10/03/2011 – 06/30/2012 (Revise Start Date)

Appointments/Reinstatements (Non-Certificated Staff)

Location	Name	Position	Replacing	Step	Salary	Pro-rated	Dates of Employment/Notes
LMS/UMS	Jayne Venanzi	Secretary/Clerk		Step 14	\$34,044.00	Yes	10/03/2011 – 12/31/2011 (Revise to 100%)
UMS	Sadhana Nadkarni	ESA (.48)	Kathleen Newell	Step 1	\$20,390.00	Yes	10/12/2011 – 06/30/2012
MHS	Kathy Restuccia	Secretary/Clerk					10/03/2011 – 12/31/2011 (up to 24 days)
DISTRICT	Aaron Burriss	Bus Driver	Doris Manos	Step 2	\$18.73/hour	Yes	10/19/2011 – 06/30/2012
DISTRICT	Enzo Vacca	Custodian/Grounds	James Hunt	Step 1	\$35,360.00	Yes	11/01/2011 – 06/30/2012
DISTRICT	Leslie Hoffman	Bus Driver			\$25,369.00		10/01/2011 – 06/30/2012 (Revise hours to 6.75)

Appointments – Substitutes/Student Teachers/Interns

Location	Name	Position	Status	Dates of Employment/Notes
DISTRICT	Margaret Davis	Substitute Secretary/Clerk/Aide	Renewal	2011 – 2012 School Year \$10/hr. secy., \$8.50/hr. clerk, \$9.00/hr. aide
DISTRICT	James Goodfriend	Substitute Teacher	Renewal	2011 - 2012 School Year
DISTRICT	Karen Rarich	Substitute Bus Nurse	New	2011 – 2012 School Year \$24.00/hr
DISTRICT	Barbara Salvatore	Substitute Bus Nurse	New	2011 - 2012 School Year \$24.00/hr
DISTRICT	Linda Jedju	Nurse for Student on Bus	New	2011-12 School Year \$24.00/hr

Co-Curricular

Location	Name	Position	Stipend	Pro-rated	Dates of Employment/Notes
MHS	Heather Pino-Beattie	Test Coordinator	\$2,500		2011 – 2012 School Year
MHS	Jessica Ritson	Test Coordinator	\$2,500		2011 – 2012 School Year
MHS	Jeffrey Woodworth	Theatre Arts: Vocal Director	\$2,627		2011 – 2012 School Year Revised
MHS	Jeffrey Woodworth	Choral Director	\$2,626		2011 – 2012 School Year Revised
MHS	Jeffrey Brooks	Audio Visual Club	\$4,578		2011 – 2012 School Year Rescind
MHS	Jeff Brooks	Theatre Arts: Technical Director	\$4,578		2011 – 2012 School Year Rescind
MHS	Jeff Brooks	Theatre Arts: Technical Director (Formerly Art Director, Audio Visual)	\$2,703		2011 – 2012 School Year
UMS	Robin Friedman	Interact Service Club/Grades 7 & 8	\$2,778	100%	2011 – 2012 School Year
UMS	Jessica Giboyeaux	Interact Service Club/Grades 7 & 8	\$2,778	50%	2011 – 2012 School Year Rescind
UMS	Helen Olah	Library Monitor	\$3,228	100%	2011 – 2012 School Year
UMS	Karen Cooper	Library Monitor	\$3,228	50%	2011 – 2012 School Year Rescind

Appointments/Summer Work 2011

Location	Name	Position	2011/Hourly Rate	Dates of Employment/Notes
DISTRICT	Leslie Haas	Guidance Counselor	\$30.00/hr	4 hours New Student Testing
DISTRICT	Jody Budoff	Teacher/Social Worker	\$20.00/hour	IEP Direct Training – 8/31/11
DISTRICT	Stacey Delbridge	Teacher/School Psychologist	\$20.00/hour	IEP Direct Training – 8/31/11
DISTRICT	Miriam Gordon	Teacher/School Psychologist	\$20.00/hour	IEP Direct Training – 8/31/11
DISTRICT	Stacy Kohler	Teacher/School Psychologist	\$20.00/hour	IEP Direct Training – 8/31/11
DISTRICT	Alison Crawford	Teacher	\$52.20/hour	Supplemental/Home Instruction & Home Programming

Leaves of Absence

Location	Name	Position	Type of Leave	Dates of Leave/Notes
VES	Danielle Hart Dorn	Teacher/Grade 4	Maternity Leave Temporary Disability Family Leave (FMLA) Anticipated Return	02/06/2012 – 03/23/2012 (paid w/benefits) 03/26/2012 – 06/30/2012 (unpaid w/benefits) 09/01/2012
LMS	Jane Wittemann	Teacher Instructional Aide	Personal Leave	11/17, 11/18, 11/21/2011 (unpaid days)

Tuition Reimbursement

Location	Name	School	Semester	Credits	Reimbursed Amount	Course
VES	Amy Peroni	LaVerne University	Fall 2011	3	\$315.00	Student Learning & The Brain

Other

Location	Name	Position	Step	Salary/Stipend	Pro-Rated	Dates of Employment/Notes
UMS	Carl Cooper	Teacher/Social Studies	MA+30 Step 15	\$74,195.00	Yes	09/01/2011 – 06/30/2012 Salary Advancement to MA
UMS	Karen Kevorkian	Teacher/	MA+30 Step 7-8	\$64,610.00	Yes	09/01/2011 – 06/30/2012 Salary Advancement to MA+15
MHS	Richard Rosenblum	Substitute Athletic Trainer		\$40.00/hr	Yes	10/05/2011 – 10/31/2011 “Or As Needed”
DISTRICT	JAG Physical Therapy			\$35.00/hr As Needed		2011 – 2012 School Year