

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Skillman, New Jersey 08558

Meeting, Tuesday, November 22, 2011
6:30 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 November 16, 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 items related to personnel, which include appointments and resignations, negotiations with the Association of Principals and Supervisors of Montgomery Township and the Montgomery Township Education Association and a special education litigation matter. When the need for confidentiality no longer exists, the matter will be disclosed to the public.

RECONVENE IN OPEN SESSION

SALUTE THE FLAG

COUGAR ROBOTICS TEAM PRESENTATION

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

1. October 11, 2011 Executive Session
2. October 11, 2011 Workshop Meeting

3. October 18, 2011 Executive Session
4. October 18, 2011 Business Meeting

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

1. E-mail from C. Hespe dated October 11, 2011 regarding MHS parking
2. E-mail from A. Yver dated October 25, 2011 regarding senior pictures
3. E-mail from M. Windrem dated November 1, 2011 regarding VES parking
4. E-mail from D. Crowley dated November 2, 2011 regarding staff member recognition
5. E-mail from N. Hladick dated November 6, 2011 regarding BOE meetings

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

- Budget Goals and Priorities 2012-2013

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 Policy First Reading – Approve the following policies and regulations as a first reading:

| <u>Number</u> | <u>Title</u> |
|---------------|--|
| R3125 | Employment of Teaching Staff Benefits Termination |
| R4125 | Employment of Support Staff Benefits Termination |
| 3160 | Physical Examination – Teaching Staff |
| 4160 | Physical Examination – Support Staff |
| 3223 | Evaluation of Administrators |
| 4219 | Commercial Driver Controlled Substance and Alcohol Use Testing |

2.0 CURRICULUM & INSTRUCTION

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

2.1 Consultant Approvals 2011/2012 – Approve the following consultants for the 2011/12 school year.

| CONSULTANT NAME/VENDOR | SERVICES PROVIDED | RATES OF SERVICE |
|--------------------------|---|---|
| Wilson Language Training | WRS Level 1 Certification | \$600/participant |
| Heather Lopusnick | Preschool Highscope Training Full Day Observations/Consultations | \$1,200.00/full day workshop \$1,000.00/full day |

2.2 Overnight Trip – UMS/MHS – Approve the Natural Helpers Trip Proposal for travel to Camp Spears Eljibar in Dingmans Ferry, Pennsylvania from November 18 – 20, 2011. 49 students from UMS and MHS and 14 chaperones will attend this training. Funding breakout as follows:

| | |
|--------------------|---------------|
| PTA/PTSA Grant | \$2,314 |
| Municipal Alliance | \$3,500 |
| Remaining costs | <u>\$ 896</u> |
| Total cost of trip | \$6,710 |

2.3 Overnight Trip – UMS – Approve the Cougar Robotics trip proposal to attend the FIRST Robotics World Champion Competition in St. Louis, Missouri from April 25 – 29, 2012 at no cost to the Board.

2.4 Approval of Montgomery High School Bowling Team – Approve the implementation of a high school bowling team for the 2012-13 and 2013-14 school year on a trial basis at no cost to the Board.

2.5 Acceptance of Donations – Accept the following donations: from Mr. C. Yendapally:

| <u>From</u> | <u>Item(s)</u> |
|---------------|---|
| C. Yendapally | 5 desktop computers 1 laptop 2 CRT monitors |
| J. Woodard | Emachine w/AMD Athlon X2 4050e Processor |

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 October 31, 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 October 31, 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 October 31, 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 October 31, 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 November – approve the monthly bills as follows:

| | |
|-------------------|----------------|
| General Operating | \$7,205,382.83 |
| Food Services | \$124,833.59 |

- 3.6 Travel Reimbursement – 2011/2012 – approve the Board member and/or staff conference and travel expenses as per attached list.
- 3.7 Acceptance/Filing of Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2011 – accept and file the Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2011.

Recommendations – None

- 3.8 Acceptance/Filing of Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance – for Fiscal Year Ended June 30, 2011 – accept and file the Auditor's Management Report on Administrative Findings – Financial Compliance and Performance for Fiscal Year Ended June 30, 2011.
- 3.9 Resolution for the Participation in the Alliance for Competitive Telecommunications - approve the following resolution:
That the Montgomery Board of Education approve the participation in the Alliance for Competitive Telecommunications (ACT) with the Middlesex Regional Educational Services Commission (MRESC) and the New Jersey Association of School Business Officials (NJASBO) for the period July 1, 2012 to June 30, 2017.
- 3.10 Award of Contract for Professional Services – the following proposals were received on November 15, 2011 for energy audit services from pre-selected firms authorized by the Local Government Audit Program.

| | |
|---------------------|-----------------|
| <u>Vendor</u> | <u>Base Bid</u> |
| Concord Engineering | \$56,237.00 |
| Voorhees, NJ | |

Dome-Tech, Inc. \$67,740.00
Edison, NJ

CHA Consulting, Inc. \$94,397.00
Rochester, NY

It is recommended that the Board of Education award a contract for conducting energy audits at all five schools to Concord Engineering at a cost of \$56,237.00 which will be reimbursed through the Local Government Audit Program so there is no net cost to the school district. This approval is contingent upon authorization from TRC Solutions who administers the energy audit program for the state.

- 3.11 Approval of Joint Transportation Agreement – approve joint transportation agreement with Montgomery as host and Hillsborough as the joiner at a total cost of \$6,000 to Hillsborough for the 2011-2012 school year as follows:

| <u>Route #</u> | <u>Destination</u> |
|----------------|--------------------------------|
| VT1 | Somerset Votec to Hillsborough |

- 3.12 Amendment to Award/Winter Athletic Awards, Equipment, Supplies and Uniforms for the Montgomery Township School District (Bid #B12-07) - It is recommended that the Board of Education amend the award of bid B12-07 for winter athletic awards, equipment, supplies and uniforms for the Montgomery Township School District for the purchase of additional items as follows:

| <u>Vendor</u> | 10/18/11 <u>Original</u> <u>Award</u> | <u>Additional</u> <u>Award</u> | <u>New</u> <u>Amended</u> <u>Total</u> |
|---|---|-----------------------------------|--|
| Metuchen Center Inc. New Brunswick, NJ | \$974.00 | \$204.00 | \$1,178.00 |

- 3.13 Approval of change orders – approve the following change orders:

Contract: Orchard Hill/Village Mechanical
Contractor: Preferred Mechanical
Change Order Number: 014
Change Order Amount: \$14,043.00

Description: Additional work at Orchard Hill as follows:

- PMI # 28 – Install additional valves and hangers

Contract: Orchard Hill/Village Mechanical
Contractor: Preferred Mechanical
Change Order Number: 015
Change Order Amount: \$52,141.00(part of allowance \$43,211.00 change in contract)

Description: Additional work at Village as follows:

- Replace existing compressors in RTU 1 and RTU 3 and provide additional compressor
- | | |
|---|-------------|
| Amount of allowance on contract: | \$10,000.00 |
| Amount of previous change orders deducted | \$ 1,070.00 |

| | |
|-------------------------------------|--------------|
| Amount of this change order: | \$ 52,141.00 |
| Remaining allowance: | \$ 0.00 |
| Amount to increase contract sum by: | \$ 43,211.00 |

| | |
|----------------------|---|
| Contract: | Lower Middle School Mechanical |
| Contractor: | ESR Mechanical |
| Change Order Number: | 002 |
| Change Order Amount | \$11,857.22 (part of allowance no change in contract) |

Description:

- LMS COR # 4 – Replace defective transformers \$3,165.27
- LMS COR # 5 – Additional outside air dampers for fan coil units \$8,691.95

| | |
|---|-------------|
| Amount of allowance on contract: | \$50,000.00 |
| Amount of previous change orders deducted | \$30,027.15 |
| Amount of this change order: | \$11,857.22 |
| Remaining allowance: | \$ 8,115.63 |

- 3.14 Resolution for Lease/Purchase Agreement – approve the following resolution to authorize a lease purchase agreement for the purchase of technology infrastructure:

RESOLVED: That this state instrumentality/municipal corporation/political subdivision/ body politic, Montgomery Township Board of Education, NJ (the “Municipal Corporation”) lease from Bank of America, N.A., a national banking association, hereinafter referred to as Lessor, such items of personal property, and upon such terms and conditions, as the officer or officers hereinafter authorized, in their discretion, acting jointly or singly, may deem necessary or advisable; provided, however, that the aggregate actual cost of such items of property under any such lease shall not exceed the sum of \$418,000.00

RESOLVED FURTHER: That Thomas M. Venanzi the School Business Administrator/Board Secretary of this Municipal Corporation (the officer authorized to act pursuant hereto being hereinafter designated as “authorized officer”), be, and he hereby is authorized, directed and empowered, acting singly, in the name of this Municipal Corporation, to execute and deliver to Lessor, and Lessor is requested to accept, such deeds, bills of sale, and other instruments to effect any such sale, and any lease that may be required by Lessor in connection with such leasing of personal property.

RESOLVED FURTHER: That the authorized officer be, and he hereby is, individually authorized, directed and empowered, acting singly, in the name of this Municipal Corporation, to do or cause to be done all such further acts and things as he, acting singly, may deem necessary, advisable, convenient, or proper in connection with the execution and delivery of any such lease and in connection with or incidental to the carrying of the same into effect, including without limitation the execution, acknowledgment, and delivery of any and all instruments and documents which may be required by Lessor under or in connection with any such lease.

RESOLVED FURTHER: That Lessor is authorized to act upon this resolution until written notice of its revocation is delivered to Lessor, and that the authority hereby granted shall apply with equal force and effect to the successors in office of the officers herein named.

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 (Non-Certificated Staff)

| Location | Name | Position | Replacing | Step | Salary | Pro-rated | Dates of Employment/Notes |
|----------|------------------|------------|-----------------|--------|-------------|-----------|---|
| DISTRICT | Dennis Tangolics | Bus Driver | | | | | 11/01/2011 – 06/30/2012 (Revise hours to 5.75) |
| UMS | Sadhana Nadkarni | ESA (.48) | Kathleen Newell | Step 1 | \$17,760.00 | Yes | 10/19/2011 – 06/30/2012 (Revise Salary) |

Transfers/Voluntary Reassignments

| New Position/Location | Name | Previous Position/Loc | Replacing | Step | Salary | To be prorated | Dates of Employment/Notes |
|------------------------------------|----------------------|------------------------------------|----------------------|----------|-------------|----------------|---------------------------|
| Secretary/Bookkeeper (12 Month) | Adriane Stroppa | TIA/Computer (10 Month) | Deborah Engelmann | Step 1 | \$39,395.00 | Yes | 12/05/2011 – 06/30/2012 |
| TIA/Computer (10 Month) | Deborah Engelmann | Secretary/Bookkeeper (12 Month) | Adriane Stroppa | Step 7-8 | \$22,585.00 | Yes | 12/05/2011 – 06/30/2012 |

Appointments – Substitutes/Student Teachers/Interns

| Location | Name | Position | Status | Dates of Employment/Notes |
|----------|--------------------|----------------------|--------|---------------------------|
| DISTRICT | Danielle Sarnowski | Student Teacher | New | 2011 – 2012 School Year |
| DISTRICT | Theresa Lombardi | Student Teacher | New | 2011 – 2012 School Year |
| DISTRICT | Andrew Roberto | Student Teacher | New | 2011 – 2012 School Year |
| DISTRICT | Michael Holinko | Student Teacher | New | 2011 – 2012 School Year |
| DISTRICT | Kathleen Roder | Substitute Teacher | New | 2011 – 2012 School Year |
| DISTRICT | Kharima Cox | Substitute Custodian | New | 2011 – 2012 School Year |

Leaves of Absence

| Location | Name | Position | Type of Leave | Dates of Leave/Notes |
|----------|-------------------|-------------------------|--|--|
| OHES | Krista Stefanisko | Teacher/Resource Center | Maternity Leave Temporary Disability Family Leave (FMLA) Anticipated Return | 12/21/2011 – 02/15/2012 (paid w/benefits) 02/16/2012 – 05/18/2012 (unpaid w/benefits) 05/21/2012 |

Other

| Location | Name | Position | Step | Salary/Stipend | Pro-Rated | Dates of Employment/Notes |
|-----------------|---------------------|---|-------------|-----------------------|------------------|----------------------------------|
| DISTRICT | | Humanities Grade 5 Enrichment Program Advisor | | | | Approval of Sidebar 2011 - 2012 |
| DISTRICT | | Math/Science Grade 5 Enrichment Program Advisor | | | | Approval of Sidebar 2011 - 2012 |
| UMS | Patrice O'Donnell | Late Bus Duty | | \$20.00/hour | | 2011 – 2012 School Year |
| UMS | Michael Warvolis | Late Bus Duty | | \$20.00/hour | | 2011 – 2012 School Year |
| UMS | Micaela Ensminger | Late Bus Duty | | \$20.00/hour | | 2011 – 2012 School Year |
| UMS | Lale Saatchi | Late Bus Duty | | \$20.00/hour | | 2011 – 2012 School Year |
| UMS | Margaret Weinberger | Late Bus Duty | | \$20.00/hour | | 2011 – 2012 School Year |
| UMS | William Robbins | Principal | | \$18,000 | | Payout for 47 Unused Sick Days |