

MONTGOMERY TOWNSHIP BOARD OF EDUCATION

Skillman, New Jersey 08558

DRAFT ORGANIZATION MEETING, TUESDAY, May 3, 2011

7:00 p.m.

Upper Middle School Media Center

AGENDA

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

School Election Results

Mr. Venanzi will announce the results of the annual school election of April 27, 2011.

<u>3 Candidates (3-year seat)</u>	<u>Number of Votes</u>	
Anne Michaelson		
Arun Rimal		
Richard Cavalli		
Christine Abrahams		
<u>Base Budget</u>	<u>Yes Votes</u>	<u>No Votes</u>
\$64,486,634		
Montgomery \$63,080,265		
Rocky Hill \$1,406,369		

The Board Secretary will swear in the newly elected Board members.

ORGANIZATION MEETING

- I. Call to Order
- II. Roll Call
- III. Salute to the Flag
- IV. Statement of Open Meeting and Public Participation - Thomas M. Venanzi 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 April __, 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.

- V. Nominations for President of the Board – Mr. Venanzi 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. 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.

- VIII. 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."

- IX. TD Bank and Sovereign 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
- Investment
- Flexible Spending Account
- Unemployment Trust
- Summer Enrichment Account
- Summer Payroll
- Petty Cash
- Athletic Account
- 2009 Referendum Account
- All Activity Accounts for each School

RESOLVED: That Sovereign 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 Sovereign Bank:

- Investment Account
- 2009 Referendum Account

- X. Appointment of Treasurer of School Moneys – It is recommended that the Board appoint Mr. Ronald Rossi as Treasurer of School Moneys for the 2011-2012 school year for a fee of \$7,038.
- XI. Appointment of Board Secretary - It is recommended that the Board approve the appointment of Thomas M. Venanzi as Board Secretary for the 2011-2012 school year and that the Board Secretary be authorized to invest district funds and make all deposits for the district.
- XII. Persons Designated to Sign Checks for the Ensuing Year - It is recommended that the Board adopt the following resolution authorizing check signatures:

RESOLVED: That various accounts 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
Thomas M. Venanzi	Secretary
Ronald Rossi	Treasurer of School Moneys

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

Check signatures for the Summer Payroll Account; 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

- XIII. Regular Board Public Meetings - It is recommended that the Board adopt the attached calendar of Board of Education Meetings. Workshop 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 and December one Board meeting a month is scheduled.
- XIV. 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.
- XV. 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.

- XVI. 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.

- XVII. Readoption of Textbooks - It is recommended that the Board readopt the existing textbooks for the 2011-2012 school year.

- XVIII. 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.

XIX. Appointment of Affirmative Action Officer - It is recommended that the Board appoint the following personnel as Affirmative Action Officers:

- Susan Lacy (VES), Kathleen Scotti (OHES), Mary Stocklin (MMS – Upper Campus), Georgianna Kichura (MMS – Lower Campus), Noreen Lazariuk (MHS) - Students
- Russ Walsh, District Personnel
- Salvatore Colatrella, Handicapped access to programs and facilities and Section 504 of the Rehabilitation Act

XX. Appointment of Professional Services - It is recommended that the following contracts be issued and announced for the 2011-2012 school year:

XXA. Board Attorney - Whereas, the Montgomery Township Board of Education requires professional attorney services to be performed for the school year 2011-2012 and whereas, the firm of Fogarty & Hara are attorneys in the State of New Jersey and are willing to perform said services:

NOW THEREFORE IT IS AGREED: That the firm of Fogarty & Hara shall perform professional attorney services for the Montgomery Township Board of Education as requested by the Board.

That the Montgomery Township Board of Education will compensate Fogarty & Hara for said attorney services at the rate of one hundred and sixty-five (\$165) per hour for a partner and one hundred forty-five dollars (\$145) for an associate.

XXB. Architect of Record – Whereas, the Montgomery Township Board of Education requires professional architectural services to be performed for the school year 2011-2012 and whereas, the firm of Parette Somjen Architects are architects in the State of New Jersey and are willing to perform said services:

NOW THEREFORE IT IS AGREED: That the firm of Parette Somjen Architects shall perform professional architectural services for the Montgomery Township Board of Education as requested by the Board.

That the Montgomery Township Board of Education will compensate the firm of Parette Somjen Architects as follows and in accordance with their contract on file in the Board Secretary's office.

Schedule of Hourly Rates – 2011-2012

Principal(s)	\$175.00
Partner(s)	\$150.00
Senior Associate(s)	\$139.00
Project Engineer(s)	\$139.00
Associate(s)	\$126.00
Project Architect(s)	\$119.00
Project Manager(s)	\$104.00

Contract Administrator(s)	\$104.00
Senior Designer(s)	\$ 93.00
Senior CAD Operators	\$ 93.00
Assistant Project Manager(s)/Job Captains	\$ 80.00
Architectural Intern(s): Level 2	\$ 74.00
Designer(s)	\$ 74.00
Cad Operators	\$ 74.00
Architectural Intern(s): Level 1	\$ 60.00
Designer Intern(s)	\$ 60.00
Administrative Assistants	\$ 50.00

XXC. Appointment of Auditor – It is recommended that the Montgomery Township Board of Education appoint Suplee, Clooney & Company of Westfield, New Jersey as Auditor to the district for the 2011-2012 school year at the fee of \$26,000.00 in accordance with the scope of audit as defined in N.J.S.A. 18A:23.

It is also anticipated that additional services, if any, would be billed at standard hourly rates as follow:

Partner	- \$150 - \$175 per hour
Manager	- \$115 per hour
Senior Staff	- \$90 - \$105 per hour
Staff Accountant	- \$75 - \$85 per hour

XXD. Appointment of School Physician – It is recommended that the Montgomery Township Board of Education appoint Dr. Deborah Neiman as school physician for the 2011-2012 school year at the cost of \$14,500.

XXIA. Insurance Broker - It is recommended that the Montgomery Township Board of Education appoint Brown & Brown Benefit Advisors as the Board’s group insurance broker of record for all insurances for the 2011-2012 school year.

XXII. Cash Management Fund of New Jersey & MBIA - It is recommended that the Board approve the cash management fund of New Jersey and Municipal Investors Service Corp. (MBIA) for the 2011-2012 school year as an additional investment option for the district.

XXIII. Appointments - It is recommended that the Board make the following appointments for the 2011-2012 school year:

- Member and alternate to the Executive Committee of the Somerset County School Boards Association;
- Voting member and alternate to the New Jersey School Boards Association;
- Legislative Liaison for the purpose of receiving materials;
- Members of the Negotiations Committee;
- Members of the Policy Committee;
- Board liaison to the Montgomery Township PTSA;

- Members of the Assessment, Curriculum and Instruction Committee (ACI)
- Members of the Finance and Budget Committee (FBC)
- Members of the Human Resources Committee (HRC)
- Members of the Operations and Facilities Committee (OFC)
- Members of the Strategic Planning Committee
- Liaison to the Montgomery Township-Rocky Hill Municipal Alliance Committee.

XXIV. 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.

XXV. 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 2011-2012:

Board Office	\$ 250
Montgomery High School	250
Montgomery Middle School (Upper Campus)	250
Montgomery Middle School (Lower Campus)	250
Orchard Hill School	200
Village School	150
Transportation	125

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:

Thomas M. Venanzi	Board Office
Paul Popadiuk	Montgomery High School
William Robbins	Montgomery Middle School (Upper Campus)
Michael Richards	Montgomery Middle School (Lower Campus)
Susan Lacy	Village Elementary School
Shari Goldberg	Orchard Hill Elementary School
Robyn Friedlander	Supervisor of Transportation

PROPOSED SCHEDULE OF BOARD MEETINGS

Following is the **PROPOSED** meeting schedule for the Montgomery Township Board of Education for the school year 2011 - 2012. 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 May 3, 2011.

Tuesday	Workshop	May 10, 2011
Tuesday	Business	May 24, 2011
Tuesday	Workshop	June 14, 2011
Tuesday	Business	June 28, 2011
Tuesday	Business	July 26, 2011
Tuesday	Business	August 23, 2011
Tuesday	Workshop	September 13, 2011
Tuesday	Business	September 27, 2011
Tuesday	Workshop	October 11, 2011
Tuesday	Business	October 25, 2011
Tuesday	Workshop	November 8, 2011
Tuesday	Business	November 22, 2011
Tuesday	Business	December 13, 2011
Tuesday	Workshop	January 10, 2012
Tuesday	Business	January 24, 2012
Tuesday	Workshop	February 14, 2012
Tuesday	Business	February 28, 2012
Tuesday	Workshop	March 13, 2012
Tuesday	Business	March 27, 2012
Tuesday	Workshop	April 10, 2012
Tuesday	Business/ Organization	April 24, 2012