

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Skillman, New Jersey 08558

Meeting, Tuesday, September 27, 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 September 20, 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 negotiations with the Association of Principals and Supervisors of Montgomery Township and the Montgomery Township Education Association and items related to personnel, which include leaves of absence requests, salary advancement, appointments of personnel, co-curricular assignments, and student teacher appointments. 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. August 30, 2011 Executive Session
2. August 30, 2011 Workshop and Business Meeting

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

1. E-mail from L. Laupa dated 8/19/11 regarding MHS parking
2. E-mails from B. Chenot dated 8/23/11 & 8/31/11 regarding a personnel issue
3. E-mail from M. Walsh dated 8/25/11 regarding a personnel issue
4. E-mail from J. Carino dated 8/25/11 regarding a personnel issue
5. E-mail from J. Carter dated 8/31/11 regarding a personnel issue
6. E-mail from J. Alessandri dated 8/31/11 regarding a personnel issue
7. E-mail from R. McNamara dated 8/31/11 regarding a personnel issue
8. E-mail from F. Klostermyer dated 9/1/11 regarding a personnel issue
9. E-mail from G. Swerdlow dated 9/1/11 regarding a personnel issue
10. E-mail from J. Wernicki dated 9/1/11 regarding a personnel issue
11. E-mail from F. Campeas dated 9/2/11 regarding a personnel issue
12. E-mail from M. Ender dated 9/2/11 regarding a personnel issue
13. E-mail from W. Case dated 9/2/11 regarding a personnel issue
14. E-mail from M. Tarca dated 9/2/11 regarding a personnel issue
15. E-mail from B. Bastardi dated 9/3/11 regarding a personnel issue
16. E-mail from G. Barron dated 9/3/11 regarding a personnel issue
17. E-mail from J. Kettelkamp dated 9/4/11 regarding a personnel issue
18. E-mail from M. Aneser dated 9/5/11 regarding a personnel issue
19. E-mail from C. Hartnack dated 9/5/11 regarding a personnel issue
20. E-mail from G. Brune dated 9/5/11 regarding a personnel issue
21. E-mail from H. Thomsen dated 9/6/11 regarding a personnel issue
22. E-mail from K. Randolph dated 9/6/11 regarding a personnel issue
23. E-mail from J. DiTorrice dated 9/7/11 regarding a personnel issue
24. E-mail from C. Ziegler dated 9/7/11 regarding a personnel issue
25. Letter from S. Jensen received 9/8/11 regarding a personnel issue
26. E-mail from J. Hagemann dated 9/9/11 regarding a personnel issue
27. E-mail from K. Capuzzi dated 9/9/11 regarding a personnel issue
28. E-mail from K. Alessandri dated 9/11/11 regarding a personnel issue
29. E-mail from Ms. Richmond/Mr. Beschner dated 9/11/11 regarding a personnel issue
30. E-mail from L. Bolt dated 9/12/11 regarding a personnel issue
31. E-mail from J. Cranmer dated 9/12/11 regarding a personnel issue
32. E-mail from D. Wilson dated 9/13/11 regarding a personnel issue
33. E-mail from R. Uhrik dated 9/12/11 regarding a personnel issue
34. E-mail from M. Fedun dated 9/13/11 regarding a personnel issue
35. E-mail from L. Bolt dated 9/13/11 regarding personnel issue

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

- Introduction of the Interim Human Relations Council
- Progress Report on District Goals 2011-2012
- Student Care & Control Report

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 Policy Second Reading – Approve and adopt the following policies and regulations following a second reading:

5350	Pupil Suicide Prevention
5512 & 5512R	Harassment, Intimidation and Bullying
5600 & 5600R	Pupil Discipline/Code of Conduct
5610	Suspension
6620	Petty Cash
6810	Financial Objectives
7100	Long-Range Facilities Planning
7430	School Safety
8461 & 8461R	Reporting Violence, Vandalism, Intimidation, Bullying, Alcohol and Other Drug Abuse

1.2 Student Care & Control Report – Approve the Student Care & Control Report, including disciplinary actions taken by the administration, as attached.

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 – Special Education 2011/2012 - Approve the following Out-of-District placements for the 2011/12 school year:

<u>Pupil ID#</u>	<u>Class.</u>	<u>School</u>	<u>TUITION</u>		
			<u>ESY</u>	<u>RSY</u>	<u>Total for Year</u>
102370	ED	Center School	NA	\$47,820.00	\$47,820.00
009241	Aut	Hunterdon Cty ESC-West Amwell (AIDE)	\$6,897.00 revised	\$57,935.00 revised	\$64,832.00 revised
100479	OHI	Grove School, CT	\$10,016.66	NA	\$10,016.66

2.2 FY 2012 IDEA Grant - Accept and approve the funding allocations and submission of the FY 2012 IDEA Grant application in the following amounts:

<u>Basic</u>	\$858,287.00
<u>Preschool</u>	\$ 25,111.00

- 2.3 Donation Acceptance – Accept the donation of a Yamaha Trombone and Ludwig bell kit from Ms. L. McKinnon to be used by the Village School instrumental music program.

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 August 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 August 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 August 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 August 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 September – approve the monthly bills as follows:

General Operating	\$ 7,160,062.43
Food Services	\$ 24,572.04

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

- 3.7 Travel Reimbursement – 2011/2012 – approve the Board member and/or staff conference and travel expenses as per Schedule B.

- 3.8 Travel Reimbursement – 2011/2012 – approve the Board member and/or staff conference and travel expenses as per Schedule C.

- 3.9 Travel Reimbursement – 2011/2012 – approve the Board member and/or staff conference and travel expenses as per Schedule D.

- 3.10 Travel Reimbursement – 2011/2012 – approve the Board member and/or staff conference and travel expenses as per Schedule E.

3.11 Travel Reimbursement – 2011/2012 – approve the Board member and/or staff conference and travel expenses as per Schedule F.

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

Contract: Orchard Hill/Village Mechanical
Contractor: Preferred Mechanical
Change Order Number: 013
Change Order Amount: \$22,354.84

Description: Additional work at Orchard Hill as follows:

- PMI#22 – Shim cold water pipes in areas H & D \$ 4,850.00
- PMI#23 – Additional drain pans per code official \$ 6,118.00
- PMI#24 – Furnish and install electrical breakers for chillers \$11,386.84

Contract: Upper Middle School Mechanical
Contractor: Gabe Sganga, Inc.
Change Order Number: 004
Change Order Amount: \$105,992.68

Description:

- COR HV.011 – Furnish and install new steel grating and railing around units RTU-2, RTU-5 and RTU-6 \$95,428.46
- COR HV.012 – Install four (4) 3-way valves in heating supply and return lines feeding the 2nd floor of B wing \$10,564.22

Contract: Site Improvements at Village Elementary
Contractor: D & S Land Development
Change Order Number: 003
Change Order Amount: \$5,550.00

Description: CO#9 – remove additional four trees per request of the district.

3.13 Approve the Following Resolution Amending the Agreement with Parette Somjen Architects

WHEREAS, the Montgomery Township Board of Education (hereinafter referred to as the "Board") and the firm of Parette Somjen Architects (hereinafter referred to as the "Architect") are parties to an Agreement dated January 10, 2010; and

WHEREAS, the Board has determined that it is in the best interests of the school district to amend the agreement to reflect that the Architect shall provide additional services in connection with the partial re-roofing and restroom renovation at the Orchard Hill Elementary School in accordance with the terms of the existing Agreement and the Addendum which is attached hereto and made a part hereof, as a professional services contract that is not subject to bidding pursuant to the provisions of N.J.S.A. 18A:18A-5(a)(1); and

WHEREAS, the Business Administrator/Board Secretary has determined and certified in writing that the value of the services will exceed \$17,500; and

WHEREAS, the Architect has completed and submitted a Business Entity Disclosure Certification which certifies that the Architect has not made any reportable contributions to a political or candidate committee in Somerset County, Montgomery Township or the Montgomery Township Board of Education in the previous one (1) year, and that the contract will prohibit the Architect from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board hereby approves the Addendum to the Standard Form of Agreement between Owner and Architect in connection with the partial re-roofing and restroom renovation at the Orchard Hill Elementary School, which Addendum is attached hereto and made a part hereof, as:
 - a. The fee structure proposed is most advantageous to the Board, price and other factors considered;
 - b. The Architect has the experience and resources necessary to perform the contract, which have been demonstrated; and
 - c. The reputation and responsibility of the Architect are satisfactory.
2. The Architect is hereby authorized to provide architectural services in connection with this Project and to prepare plans and specifications for the project, to submit same for approval to the Department of Education and all other governmental authorities with jurisdiction over this project and to provide bidding and construction administration services.
3. The Board authorizes the Board President and the Business Administrator/Board Secretary to execute the Addendum and any other documents necessary to effectuate the terms of this resolution.
4. The Business Disclosure Form shall be placed on file with this resolution and a notice of award shall be published in the official newspaper of the Board.

BE IT FURTHER RESOLVED that the Board authorizes the Business Administrator/Board Secretary to advertise for bids once the project is approved by governmental authorities with jurisdiction over this project.

3.14 Resolution Authorizing the Procurement of Goods and Services through State Agency for the 2011-2012 School Year

Whereas, the Montgomery Township Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

Whereas, the Montgomery Township Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

Whereas, the Montgomery Township Board of Education intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it

Resolved, the Montgomery Township Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list for the 2011-2012 school year pursuant to all conditions of the individual State contracts; and be it further

Resolved, that the Montgomery Township Board of Education School Business Administrator/Board Secretary shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

Resolved, that the duration of the contracts between the Montgomery Township Board of Education and the Referenced State Contract Vendors shall be from July 1, 2011, to June 30, 2012.

<i>Commodity/Service</i>	<i>Vendors</i>	<i>State Contract #</i>
Carpet & Padding Supplies & Installation (T-0147)	Caddel Inc. dba	#65750
	Direct Flooring	
Copiers, Digital, Laser, Multi-Function and Copy Center-Cost per Copy (T-437A)	Xerox Corporation	#64042
GSA/FSS Reprographics Schedule Use (T-2075)	Xerox Corporation	#51145
	Ricoh Americas Corporation	#51465
	c/o Atlantic, Tomorrows Office	
Parts and Repairs for Lawn and Grounds Equipment (T-2187)	Cammps Hardware & Lawn Products Inc.	#76915
	Central Jersey Equipment, LLC	#76914
	Lawson Products Inc.	#76910
	Storr Tractor Company	#76921
Industrial/MRO Supplies & Equipment (M-0002)	Fastenal Company	#79873
	MSC Industrial Supply Co., Inc.	#79874
	W.W. Grainger, Inc.	#79875

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

Resignations/Retirements/Terminations/Rescissions

Location	Name	Position	Effective	Reason	Dates of Employment/Notes
DISTRICT	Lise Plourde	Bus Driver	08/31/2011	Resignation	10/27/2006 – 08/31/2011

Leaves of Absence

Location	Name	Position	Type of Leave	Dates of Leave/Notes
MHS	Franca Beumee	Teacher/French/Italian	Medical Leave	09/01/2011 – 11/04/2011 Using Sick Days
UMS	Janet Lopez	Custodian	Sick Bank Leave	Approval of 34 sick bank days 09/12/2011 – 10/28/2011
LMS	Stephanie Osborne	Teacher Instructional Aide	Medical Leave	09/08/2011 – 10/03/2011 Using Sick Days

Other

Location	Name	Position	Step	Salary/Stipend	Pro-Rated	Dates of Employment/Notes
OHES	Alison Crawford	Teacher/Special Ed	MA Step 11-12	\$64,705.00		09/01/2011 – 06/30/2012 Salary Advancement to MA
MHS	Deirdre McGrail	Teacher/Art	MA+30 Step 18	\$82,880.00		09/01/2011 – 06/30/2012 Salary Advancement to MA+30
MHS	Kathy Restuccia	Secretary/Clerk		\$161.00/day 2 days/week		09/16/2011 – 12/23/2011
DISTRICT	Kerry Miller	Behaviorist	MA+30 Step 9-10	\$66,410.00		09/01/2011 – 06/30/2012 Salary Advancement to MA+30