

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Minutes of the Tuesday, January 5, 2016 6:00 P.M. Organization and Special Meeting

These minutes have not been formally approved and are subject to change or modification.

The Montgomery Township Board of Education held an organization and special meeting on Tuesday, January 5, 2016 in the Upper Middle School auditorium.

ORGANIZATION MEETING

School Election Results

Ms. Wells announced the results of the annual election of November 3, 2015.

<u>Three Candidates (Three-year Term)</u>	<u>Number of Votes</u>
Tommy L. Riggs	760
Richard Cavalli	1,023
Minkou "Minkyo" Chenette	998
Charles F. Jacey, Jr.	1,196
Paul Blodgett	677
Ranjana Rao	856
Shannon Devine	860

<u>One Candidate (Two-Year Term)</u>	<u>Number of Votes</u>
Phyllis Bursh	901
Dale Huff	1,329

Board Oath

Newly-elected board members, Mr. Cavalli, Ms. Chenette, Mr. Jacey and Mr. Huff, all of whom had signed and executed the state required oath for school board members, were sworn into the board by Ms. Wells.

Roll Call - The following Board members were present: Richard Cavalli, Minkyo Chenette, Sandra Donnay, Nicholas Hladick, Dale Huff, Charles Jacey, Jr., Amy Miller and Christine Witt

Absent: Dharmesh Doshi

Also Present: Nancy Gartenberg, Superintendent
Deborah Sarmir, Assistant Superintendent
Annette M. Wells, Business Administrator/
Board Secretary
Nicole Petrone, Assistant School Business Administrator/
Assistant Board Secretary

Ms. Wells then read the following 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 January 7, 2015 and December 29, 2015. 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.

Ms. Wells then led everyone in the Salute to the Flag.

Ms. Wells welcomed all to the organization and special meeting.

Election of Officers

Acting as temporary chairperson, Ms. Wells opened nominations for president of the board of education.

Mr. Huff nominated Ms. Witt for President. Ms. Witt accepted the nomination.

A motion was made by Mr. Jacey and seconded by Ms. Miller to close nominations for president and that one vote be cast for Ms. Witt as president.

Upon call of the roll, the motion carried with a unanimous vote recorded.

Ms. Wells turned the meeting over to the newly-elected president.

President Witt announced that nominations were open for vice president of the board of education.

Ms. Miller nominated Mr. Jacey for vice president of the board of education. Mr. Jacey accepted the nomination.

A motion was made by Mr. Huff and seconded by Ms. Chenette to close nominations for vice president and that one vote be cast for Mr. Jacey as vice president.

Upon call of the roll, the motion carried with seven members voting in favor and Ms. Donnay abstaining.

A motion was made by Ms. Miller and seconded by Mr. Hladick that the Board of Education adopt the following resolution:

Appointment of Board Secretary - approve the appointment of Annette M. Wells as Board Secretary and that the Board Secretary is authorized to invest district funds and make all deposits for the district.

Upon call of the roll, the motion carried with a unanimous vote recorded.

A motion was made by Mr. Hladick and seconded by Ms. Miller that the Board of Education adopt the following resolution:

Official Newspapers for Publication of Legal Notices - 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.

Upon call of the roll, the motion carried with a unanimous vote recorded.

A motion was made by Mr. Hladick and seconded by Ms. Miller that the Board of Education adopt the following resolution:

Official Newspapers for Publication of "Open Public Meeting Law" Notices - 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."

Upon call of the roll, the motion carried with a unanimous vote recorded.

A motion was made by Mr. Hladick and seconded by Ms. Miller that the Board of Education adopt the following resolution:

TD Bank and Santander Bank Designated as Bank Depository - 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
- Flexible Spending Account
- Unemployment Trust
- Vision Account
- Summer Enrichment Account
- Summer Payroll
- Athletic Account

All Activity Accounts for each School

RESOLVED: That Santander 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 Santander Bank:

Investment Account
2009 Referendum Account
Emergency Reserve Account

Upon call of the roll, the motion carried with a unanimous vote recorded.

A motion was made by Mr. Hladick and seconded by Ms. Miller that the Board of Education adopt the following resolution:

Persons Designated to Sign Checks for the Ensuing Year - adopt the following resolution authorizing check signatures:

RESOLVED: That the general account and food service account 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:

Christine Witt	President
Annette M. Wells	Secretary
Ronald Rossi	Treasurer of School Moneys

In the event the President is unable to sign, Charles F. Jacey, Jr., Vice President, will sign the checks.

Check signatures for the Summer Enrichment; 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

Check signatures for School Activity Accounts: Administrator and Secretary

Check signature for Athletic Account: Athletic Director and School Business Administrator/Board Secretary

Upon call of the roll, the motion carried with a unanimous vote recorded.

A motion was made by Mr. Hladick and seconded by Mr. Huff that the Board of Education adopt the following resolution:

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 2016-2017:

Board Office	\$ 225
Montgomery High School	250
Montgomery Middle School (Upper Campus)	250
Montgomery Middle School (Lower Campus)	150
Orchard Hill School	100
Village School	100

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:

Annette Wells	Board Office
Paul Popadiuk	Montgomery High School
Cory Delgado	Montgomery Middle School (Upper Campus)
Michael Richards	Montgomery Middle School (Lower Campus)
Susan Lacy	Village Elementary School
Kathleen Scotti	Orchard Hill Elementary School

Upon call of the roll, the motion carried with a unanimous vote recorded.

A motion was made by Mr. Hladick and seconded by Ms. Miller that the Board of Education adopt the following resolution:

Regular Board Public Meetings - 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 (see Page 21).

Upon call of the roll, the motion carried with a unanimous vote recorded.

A motion was made by Mr. Hladick and seconded by Ms. Miller that the Board of Education adopt the following resolutions:

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.

Readoption of Textbooks - It is recommended that the Board readopt the existing textbooks for the 2016-2017 school year.

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.

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.

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):

I. 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.

Upon call of the roll, the motions carried with a unanimous vote recorded.

President Witt suggested that the following committee assignments be tabled until the next meeting. Ms. Witt asked each member to email her the committees that they were interested in serving.

Appointments – The Board President will make the following committee assignments for 2016:

- Members of the Assessment, Curriculum and Instruction Committee (ACI);
- External Affairs/Communications Committee (EAC);
- Members of the Operations, Facilities and Finance Committee (OFF);
- Members of the Human Resources and Negotiations Committee (HRNC);
- Members of the Policy Committee;
- Legislative Liaison for the purpose of receiving materials;
- Board liaisons to the Montgomery Township PTSA;
- Liaison to the Montgomery Township-Rocky Hill Municipal Alliance Committee;
- Voting member and alternate to the New Jersey School Boards Association;
- Member and alternate to the Executive Committee of the Somerset County School Boards Association;

A motion was made by Mr. Jacey and seconded by Mr. Huff that the Board of Education adopt the following resolution:

Election of Delegate - It is recommended that the Board of Education elect Mr. Hladick as delegate to the Somerset County Educational Services Commission and Ms. Miller as alternate delegate.

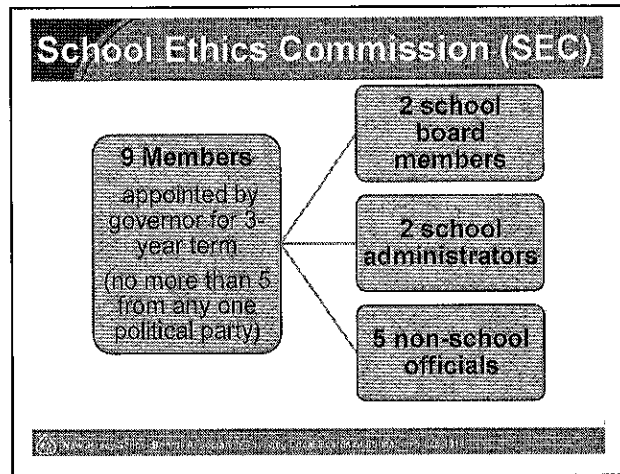
Upon call of the roll, the motion carried with a unanimous vote recorded.

PRESENTATIONS

Ms. Gwen Thornton, a Field Service Representative of the New Jersey School Boards Association, gave the following presentation on School Official Ethics:

School Official Ethics
An Update
as of December 1, 2015

Presented by:
 NJSBA Field Services



School Ethics Act (effective April 1992)

It is essential that the conduct of members of local boards of education and local administrators hold the **respect and confidence** of the people.

These board members and administrators must **avoid conduct** which is in **violation of their public trust** or which creates a **justifiable impression** among the public that such trust is being violated.

SEC Jurisdiction

Ethics Complaints	Advisory Opinions
Acts upon complaints filed by anyone alleging a violation of the School Ethics Act or Code of Ethics took place.	A school official may request an advisory opinion as to whether any proposed activity or conduct by a school official would constitute a violation of the Act.

The Act established:

- School Ethics Commission
- Code of Ethics (2001- 9 years later)
- Conflicts of Interest
- Disclosure Statements – employment and financial interests
- Training Requirements for board members

Conflicts of Interest

SEC Definitions:

Member of Immediate Family	<ul style="list-style-type: none"> • Spouse or dependent child of a school official residing in the same household.
Relative	<ul style="list-style-type: none"> • Spouse, natural or adopted child, parent, or sibling of a school official.

Conflicts of Interest - N.J.S.A. 18A-12-24

Recuse yourself if there is a benefit to you as a school official or a member of your **immediate family** (or others) due to a:

- Business interest
- Use of the position to secure unwarranted privileges
- Financial involvement
- Gift, favor, etc. that was offered with the intent to influence
- Personal involvement that creates a benefit
- Service or employment that may prejudice independent judgment

Nepotism Policy

- **Immediate Family Member** is more expansive: spouse, child, parent, sibling residing in same household (no dependency requirement)

**Nepotism Policy –
N.J.A.C. 6A:23A-6.2**

- Districts may **not** hire a relative of a board member or chief school administrator (2008).
- CSA may **not** recommend to the board a relative of the board or CSA.
- A district administrator may **not** exercise direct or indirect authority over a relative of the administrator.

Note: there are exceptions that apply to above

**Nepotism – Collective Bargaining:
In District Relatives**

Board Member or School Administrator with a relationship (use Nepotism relatives plus others - cousins, cohabitants) to an employee in the school district

- in the bargaining unit of the contract under negotiations
- supervised by employees in the unit
- not in the unit, but terms of employment linked to unit, or
- board member's endorsement by the union in election immediately preceding negotiations
- **CANNOT SERVE ON NEGOTIATIONS TEAM OR PARTICIPATE IN PLANNING OF NEGOTIATIONS**
- **CANNOT VOTE ON THE CONTRACT**

Nepotism Policy

Definition of relative is more expansive:

- Spouse/civil union or domestic partner
- Parent/stepparent
- Child/stepchild and son/daughter-in-law
- Siblings, stepbrother/sister, half brother/sister
- Aunt/uncle, niece/nephew
- Grandparent, grandchild

Whether related to individual or spouse/partner by blood, marriage or adoption.

**Nepotism – Collective Bargaining:
Out of District - Immediate Family (SH)**

BOE member or immediate family member in same household in same or similar Statewide union

BOE member - may not participate in negotiations or discussion including voting (Pannucci A11-15; A16-15)

Administrator or immediate family member in same household in same or similar Statewide union

Administrators - may not discuss or participate in any way in negotiations; may provide technical assistance

**Nepotism – Collective Bargaining
Out of District - Relative (OOH)**

<p>BOE member's relative out of household in same or similar Statewide union</p> <p>BOE member - may <u>not</u> participate in negotiations or discussion including voting (Pannucci A11-15; A16-15)</p> <p>If relative has heighten union involvement- negotiation chair; union officer, or undergoing negotiations</p>	<p>Administrator's relative out of household in same or similar Statewide union</p> <p>Administrators - may <u>not</u> discuss or participate in any way in negotiations; may provide technical assistance</p> <p>If relative has heighten union involvement- negotiation chair; union officer, or undergoing negotiations</p>
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**Collective Bargaining/ Negotiations -
October 2015**

- **A13-15 (10/27/2015)** - A Board member who is employed in another district as an administrator and represented by an administrators union may negotiate with the in-district local NJEA affiliate when there is **absolutely no linkage**, in either district, between the respective NJEA affiliates and the administrators union which represents the Board member.
- Consider **A09-14** (Similar unions)

**Collective Bargaining/Personnel –
January 9, 2015**

- **A30-14 (8/27/2014)** A Board member whose son is employed as a summer student worker or whose spouse is employed as a substitute in the District may not participate in any discussion pre- or post-hire, may not engage in any aspect of the vetting process, evaluation, contract discussion or vote regarding the Superintendent's employment. The prohibition includes the selection committee or firm which will conduct the search for the Superintendent. These limitations exist as long as: 1) the son is employed with the District as a summer student worker, or, 2) for the duration of time that the spouse is employed as a substitute teacher in the District. N.J.S.A. 18A:12-24(c).

**Collective Bargaining/ Negotiations -
October 2015**

- **A16-15 (10/27/2015)** - Absent additional information, a Board member may participate in the collective bargaining process even if he has relative(s) employed in **other** districts.
(Relative: Sister; Daughter in another district)

**Heightened union involvement:
Negotiation chair; Union officer, or
currently undergoing negotiations**

**Collective Bargaining/ Negotiations -
October 2015**

- **A11-15 (10/27/2015)** - Absent additional information, a Board member may participate in the collective bargaining process even if he has relative(s) employed in other districts.
(Cousin employed in another district; first cousin-in-law (the first cousin of the Board member's spouse).

**Heightened union involvement:
Negotiation chair; Union officer, or
currently undergoing negotiations**

**Personnel Issues
CSA/Supervisor/Principal**

The SEC has issued Advisory Opinions regarding board members who have **relatives, familial relationships, or others (i.e. cousins, brother-in-law, cohabitants, nieces) employed in the district:**

- May **not** participate in employment matters concerning the CSA or any administrator or supervisor(s) in the **chain of command** between the employee (see above) and CSA.
- And...

**Personnel Issues
CSA/Supervisor/Principal (Continued)**

- Cannot take part in the search, selection, or vote for a new superintendent/administrator/supervisor.
- **A05-15 (4/28/15)** -Board members with spouse, board member with brother employed in district; **no vote on motion to advertise for CSA, hiring of selection agency, criteria, job description, search committee, evaluation and contract discussions post-hire, no closed session attendance, not privy to closed session minutes until public.**

Hypothetically...

- The personnel committee, in response to complaints from parents, sending the elementary school principal a negative evaluation of a 3rd grade teacher, along with a note saying that they have grave concerns about renewing her.

Code of Ethics N.J.S.A. 18A:12-24.1

a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

Uphold and enforce all laws, state board rules and regulations, court orders and local board policy when making decisions.

DON'T bend the rules, ask others to bend the rules, or think that you can accomplish anything as an individual that compromises the legal guidelines established by the board.

Code of Ethics (continued)

c. I will confine my board action to policy making, 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.

DON'T become involved in the administration, organization or implementation of the policy and the goals. That's the role of the professional educators.

Code of Ethics (continued)

b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.

Make decisions in terms of the educational welfare of all children regardless of their ability, race, creed, sex, or social standing.

DON'T base your decisions on special interest agendas or on what is best for your own child.

Consider...

- A board member requests additional information that pertains to an upcoming agenda item....
- A board member requests to see the personnel file of a teacher that parents are complaining about...
- A board member asks the Superintendent to research alternative math programs including one used in a "neighbor" district

Code of Ethics (continued)

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.

Your responsibility is to work as a board to see that the schools are well run.

DON'T think that your role is to be involved in the day-to-day running of the schools – that is the administrators' job.

Social Media

A board member who is dissatisfied about his committee assignments, wages a war against the board president and the board on Facebook

A board member creates a Facebook page and invites parents and staff to join and air their concerns and questions about the district. She says this will promote two way communication with stakeholders.

Hypothetically...

- A board member visiting schools to check on the technology upgrades?
- The board's personnel committee directing the CSA to rotate the principals among district schools?
- The board directing the CSA to develop a process that engages staff, community and parents in a strategic planning initiative?

Code of Ethics (continued)

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.

Make decisions based on district goals and policies.

DON'T be swayed by special interest or partisan political groups.

Code of Ethics (continued)

e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.

Only the full board has the right to make decisions.

DON'T make personal promises nor take any private action which may compromise the board.

Hypothetically...

- The board president asking the guidance counselor why her neighbor's child didn't get into National Honor Society?
- A candidate running for his first term on the board promises in his campaign that he will do everything in his power to have the district start an ice hockey team next year?
- A board member who asks to serve as an "advocate" for his brother and sister-in-law when they meet with the child study team to discuss their daughter's IEP?

Code of Ethics (continued)

g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.

Code of Ethics (continued)

h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

Consider the recommendation of the CSA on all matters pertaining to education. DON'T undermine a decision of the board.

Code of Ethics (continued)

Insist that the board keep the community informed on the progress and needs of the district.

DON'T discuss confidential matters with anyone but the board.

Can we do this...?

- A board member writes up an evaluation of his children's teachers who he believes are not performing up to speed and gives that to the principal?
- The board creates a policy that directs the CSA to bring to the board at least 2 finalists for every administrative position to be filled?

Hypothetically...

A board member, during Executive Session, texting confidential information, to a member of the public who is waiting outside, so that he/she will be able to ask specific questions of the board during the Public Comments section?

A board member texting a member of the public or a fellow board member during public session so that they can ask specific questions of the board during public session?

Code of Ethics (continued)

i. I will support and protect school personnel in proper performance of their duties.

Support and protect school personnel in proper performance of their duties. DON'T violate the chain of command or publicly criticize staff members.

Code of Ethics (continued)

j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

Refer all complaints to the superintendent. DON'T make any promises to "help" or act on citizen complaints until they reach the board level after failure of an administrative solution.

SEC Public Advisory Opinions 2015

Contain several opinions which expand prohibited conduct

- Family members who are: substitutes; and summer workers affect board member participation (A25-14; A30-14 - see next slides)
- Board members volunteering in the schools (A32-14; A10-15; A17-15 – see next slides)
- Shared Services –(A06-13, A10-13, A11-13, A10-14,)

Hypothetically...?

- A board member who criticizes the Athletic Director – on the soccer field, to neighbors, at social gatherings or on member's Facebook page?
- The board's personnel committee setting up a process that enables teaching staff members to bring issues (on curriculum, scheduling, communications) directly to them in order to clear the air and improve morale?

Involvement in Other Ventures, Businesses, Etc. (Volunteer 2000)

- **A07-00 (5/23/2000)** Board member would **not** violate the Act if he or she served as President of the local Parent Teachers' Association in the same district, but **would be prohibited from voting on matters involving the PTA**, N.J.S.A. 18A:12-24(c), representing the PTA before the Board, N.J.S.A. 18A:12-24(g), or using information not available to the public for the financial gain of the PTA, N.J.S.A. 18A:12-24(f).

SEC Public Advisory Opinions 2015

Contain several opinions which expand prohibited conduct

- **Others may include: in-laws; cousins; cohabitants; niece; aunt (A03-13; A15-13; A22-13; A08-14; A10-14; A30-14; A43-14; A09-15; A11-15; A16-15)**
- **Similar unions such as: NJEA and AFT (A13-13; A07-14; A09-14; A34-14; A13-15)**
- **Doctrine of Necessity use in CSA evaluation and hiring (A11-14, A23-14, A24-14)**

Volunteerism - January 9, 2015

- **A32-14 (8/27/14)** Board member may not volunteer in school theater productions when spouse is teacher and theater advisor. **Spouse would be supervising, directing and managing board member. Contact with students, parents and staff would be inconsistent with board member role.**

One-day v. Day-to-day; Authority over school funds or school personnel; School personnel authority over board member; Guest; Involvement; Decision-making; Direction

Volunteerism - July 28, 2015

- **A10-15 (7/28/2015)** A Board member would violate the Code if he were to volunteer for a school club on a **regular basis**, wherein he has **contact with and control of students, personnel, resources and administration** and as well as **receives orders from personnel/administration**. N.J.S.A. 18A: 12-24. 1(c), (d) and (e). *The commission does not find that all forms of volunteering are prohibited.* (emphasis added)

No general ban on volunteering. Reading to class, chaperoning child's class trip, clear with relevant staff, not acting as board member. One-time, infrequent, volunteer duties OK

Points to Consider..

1. In light of the recent SEC Advisory Opinions, NJSBA recommends boards consider developing **inventory lists of board members and administrators** with their respective relative who are in statewide unions
2. Keep list updated and note areas of conflict i.e. Collective Bargaining; Personnel...
3. Continue to check **School Board Notes** to keep abreast of newly released advisories

Volunteerism - October 27, 2015

A17-15 (10/27/2015) - A Board member may volunteer on a limited basis for district activities when his volunteering is non-executive, i.e. he has no ability to direct staff, personnel, or students, his involvement in the activity is limited, and he is not subject to the widespread oversight of his volunteer activities by school officials, staff or other personnel.

FINAL SUMMARY

School Ethics Act outlines the **minimum expected (required) behavior** of school officials that will promote effective governance and public confidence.

Interview Committees

- **A04-12 (4/17/12)** Board member's participation on interview committee for high level administrative and supervisory positions would not violate the School Ethics Act. One or two board members; **administrative staff coordinator**; participation – observations and assessments; CSA recommendation.

A15-10 – Exit Interviews

N.J.S.A. 18A:12-24.1 (c) (d) "not to administer..."

Retracted A01-15 from public advisory status

Time was allowed for questions and comments from the board.

EXECUTIVE SESSION – A motion was made by Mr. Hladick and seconded by Ms. Miller that the board adopt a resolution to go into executive session at 7:24 p.m.

WHEREAS, the Open Public Meetings Act, Chapter 231 of the Laws of 1975 provides that a public body may exclude the public from that portion of a meeting of which the public body discusses certain matters for which confidentiality is required as permitted in Section 7B of the act.

RESOLVED, by the Board of Education of the Township of Montgomery in the County of Somerset and State of New Jersey as follows:

1. Items related to personnel and harassment, intimidation and bullying incidents will be discussed.
2. The matters discussed in executive session shall be disclosed to the public when the need for confidentiality no longer exists.

Upon call of the roll, the motion carried with a unanimous vote recorded.

RETURN FROM EXECUTIVE SESSION – The Board returned from Executive Session at 8:03 p.m.

COMMITTEE/REPRESENTATIVE REPORTS

Representative Reports

Student Representative Report

No report

MTEA Report

Ms. Debra O' Reilly, Montgomery Township Education Association President, reported that the Skybox red carpet event was a big success. She also welcomed the new members to the board.

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

Somerset County School Boards Association

Mr. Hladick reported that the next meeting would be held on January 18th.

Municipal Alliance

Ms. Donnay reported that the next meeting would be held on January 12th. Ms. Witt mentioned that in the coming year the board would consider rotating the member who would serve as the Municipal Alliance liaison.

Board Committee Reports**Assessment, Curriculum and Instruction Committee Report**

Mr. Doshi reported that there has not been a meeting since the last report.

Operations, Facilities and Finance Committee Report

Mr. Jacey reported that the committee will be meeting next week.

Human Resources and Negotiations Committee Report

Ms. Witt reported that there has not been a meeting since the last report.

Policy Committee Report

Ms. Donnay reported that there has not been a meeting since the last report.

External Affairs/ Communications Committee Report

Ms. Witt reported that the committee met on December 21st to discuss communications regarding the referendum. The committee will meet again to review their communication plan.

PRESIDENT'S REPORT

No Report

PUBLIC COMMENTS

Mr. Alan Wirsul questioned what the maximum amount of debt allowed as was referenced in agenda item 1.3. Mr. Wirsul also requested the board share the cost of the referendum election. Mr. Wirsul commented that he hoped the new board would consider returning to a public budget vote. Mr. Wirsul additionally asked which board members would be participating in agenda item 10.8.

Ms. Wells responded that she would email Mr. Wirsul the allowed debt service limit. Ms. Wells explained that the exact cost of the referendum election was not yet available but that in total the cost would be approximately \$40,000. Ms. Wells also explained that the board president would sign for agenda item 10.8.

REVIEW OF MINUTES

The board reviewed the following minutes:

- | | |
|----------------------|-------------------------------|
| 1. December 15, 2015 | Executive Session Meeting |
| 2. December 15, 2015 | Workshop and Business Meeting |

There were no comments for changes to the minutes. The minutes will be approved at the January 19th business meeting.

REVIEW DRAFT BUSINESS MEETING AGENDA FOR JANUARY 19, 2016

The Board reviewed the draft agenda for the January 19, 2016 Business Meeting.

1.0 ADMINISTRATIVE

A motion was made by Mr. Hladick and seconded by Ms. Miller to approve agenda item 1.1 as follows:

- 1.1 Harassment, Intimidation and Bullying (HIB) Report – Accept the Harassment, Intimidation and Bullying Report dated 12/23/15 and noted for acceptance.

Upon call of the roll, the motion carried with a unanimous vote recorded.

3.0 FINANCIAL

A motion was made by Mr. Huff and seconded by Ms. Miller to approve agenda items 3.1 and 3.2 as follows:

- 3.1 Travel Reimbursement – 2015/2016 – approve the Board member and/or staff conference and travel expenses as per the attached list (see Page 22).
- 3.2 Resolution Providing for a Special School District Election to be Held on March 8, 2016 for Consideration of a School Bond Proposal by the Legally-Qualified Voters of the School District – Approve the following resolution:

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONTGOMERY IN THE COUNTY OF SOMERSET, NEW JERSEY (not less than a majority of the full membership of the Board concurring) AS FOLLOWS:

1. It is hereby determined that a bond proposal shall be submitted for voter approval at a special school district election to be held on March 8, 2016 between the hours of 7:00 a.m. and 9:00 p.m. as permitted and required by law. The form of the proposal shall read substantially as follows with such adjustments as may be provided by bond counsel:

PROPOSAL

The Board of Education of the Township of Montgomery in the County of Somerset, New Jersey is authorized: (a) to undertake renovations, alterations and improvements at Montgomery High School, Montgomery Upper Middle School, Montgomery Lower Middle School, Orchard Hill Elementary School and Village Elementary School including related work, fixtures, equipment and site work; (b) to appropriate \$18,502,580 for such purposes; and (c) to issue bonds of the school district in the principal amount of \$18,502,580.

The final eligible costs of the projects approved by the Commissioner of Education are \$17,877,293 (\$1,044,475 allocated to Montgomery High School, \$3,947,152 allocated to Montgomery Upper Middle School, \$5,226,029 allocated to Montgomery Lower Middle School, \$5,485,810 allocated to Orchard Hill Elementary School and \$2,173,827 allocated to Village Elementary School). The proposed improvements include

\$625,287 (\$125,928 allocated to Montgomery Upper Middle School and \$ 499,359 allocated to Village Elementary School) for school construction elements in addition to the facilities efficiency standards developed by the Commissioner of Education or not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g). The State debt service aid percentage will equal 40% of the annual debt service due with respect to the final eligible costs of the projects. The Board of Education is authorized to transfer funds among the projects approved at this election.

2. This Board of Education hereby approves and adopts the proposal set forth above, and, subject to the approval of the legal voters of the school district, hereby determines to carry out the improvements described therein (the "Projects").

3. This Board of Education hereby acknowledges and confirms that in accordance with N.J.S.A. 18A:24-16 and 18A:24-17 the supplemental debt statement has been prepared by the chief financial officer of the Township of Montgomery (the "Township"), giving effect to the proposed authorization of bonds of the school district in the maximum amount of bonds authorized in the proposal. The supplemental debt statement has been filed in the office of the Township Clerk and in the office of the Business Administrator/Board Secretary of this Board of Education prior to the adoption of the proposal and will be filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs prior to the date of the special election.

4. The Business Administrator/Board Secretary is hereby authorized and directed to send a certified copy of the proposal to the County Clerk as required by N.J.S.A. 19:60-2, to request the County Clerk to submit the proposal to the voters at the special school district election and to seek the assistance of the county officials and municipal clerk in conducting the special school district election.

5. The Board of Education has heretofore and hereby acknowledges receipt of the Preliminary Eligible Costs (PEC) letters for the Projects from the Department of Education. The Board has elected to receive debt service aid pursuant to Section 9 of the Educational Facilities Construction and Financing Act, N.J.S.A. 18A:7G-1 *et seq.* (the "Act"). The Board has determined to accept the preliminary eligible costs determined by the Department of Education as final eligible costs and not to appeal the determination of preliminary eligible costs. The Business Administrator is authorized, if necessary, to notify the Department of Education of the Board's election with respect to the eligible costs and its election to receive debt service aid.

6. Parette Somjen Architects, the School District's appointed architect for the Projects (the "Project Architect"), has heretofore been authorized and delegated the responsibility to prepare the plans and specifications for the Projects in consultation with and under the supervision of the Business Administrator/Board Secretary, who has heretofore been delegated the responsibility to work with the Project Architect for this purpose on behalf of the Board of Education, in accordance with the requirements of N.J.S.A. 18A:18A-16, and such authorizations and delegations are hereof reconfirmed.

7. The educational plans, where required, and the schematic plans for the construction of the Projects have heretofore been approved by this Board of Education, and such approval is hereby reconfirmed.

8. The Board President, the Superintendent of Schools, the Business Administrator/Board Secretary, the Project Architect, Bond Counsel and other appropriate representatives of the Board of Education (the "Board Representatives") have heretofore been authorized, and such authorization is hereby reconfirmed, to submit the educational plans, where required, and the schematic plans for the Projects, together with such other information as may be required, to the State Department of Education for approval and to make application to the Commissioner of Education for approval of the educational plans, where required, the schematic plans and the Projects and, if necessary, any required amendment to the long-range facilities plan, in accordance with the requirements of the Act and N.J.A.C. 6A:26-2.1(f), 6A:26-2.3, 6A:26-3.1 and 6A:26-3.2.

9. The Board Representatives have heretofore been and are hereby further authorized and directed to submit the plans and any other required information to the Planning Board and the Department of Environmental Protection for review and comment, if necessary, and such authorization and direction are hereby reconfirmed.

10. The Board Representatives are hereby authorized to take all steps necessary to implement this resolution. Any actions authorized herein and taken prior hereto are hereby ratified. The Business Administrator/Board Secretary is further authorized to act on behalf of the Board of Education to make such determinations required of the Board of Education for the conduct of the election as may become necessary.

Upon call of the roll, the motion carried with a unanimous vote recorded.

4.0 PERSONNEL

A motion was made by Ms. Miller and seconded by Mr. Huff to approve agenda item 4.1 as attached (see Pages 23-26).

Upon call of the roll, the motion carried with a unanimous vote recorded.

ANNOUNCEMENTS BY THE PRESIDENT

Ms. Witt reminded the board to email her regarding their requests for committees. Ms. Witt congratulated the new members of the board and mentioned that they would be attending orientation the upcoming weekend.

ADJOURNMENT

A motion was made by Mr. Hladick and seconded by Ms. Miller to adjourn the meeting at 8:19 p.m. Upon call of the question, the motion carried unanimously.

Respectfully submitted,



Annette M. Wells
School Business Administrator/
Board Secretary

APPROVED SCHEDULE OF BOARD MEETINGS

Following is the APPROVED meeting schedule for the Montgomery Township Board of Education for the year 2016. 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.

APPROVED: At the Montgomery Township Board of Education Organization Meeting of January 5, 2016.

Tuesday	Business	January 19, 2016
Tuesday	Workshop/Business	February 9, 2016
Tuesday	Business	February 23, 2016
Tuesday	Workshop/Business	March 1, 2016
Tuesday	Business	March 15, 2016
Tuesday	Workshop/Business	April 12, 2016
Tuesday	Business	April 26, 2016
Tuesday	Workshop/Business	May 10, 2016
Tuesday	Business	May 24, 2016
Tuesday	Workshop/Business	June 14, 2016
Tuesday	Business	June 28, 2016
Tuesday	Workshop/Business	July 19, 2016
Tuesday	Workshop/Business	August 16, 2016
Tuesday	Workshop/Business	September 6, 2016
Tuesday	Business	September 20, 2016
Tuesday	Workshop/Business	October 4, 2016
Tuesday	Business	October 18, 2016
Tuesday	Workshop/Business	November 8, 2016
Tuesday	Business	November 22, 2016
Tuesday	Workshop/Business	December 20, 2016
Tuesday	Organization and Business	January 3, 2017

Montgomery Township Board of Education Travel Reimbursement Requests 2015/2016

Name	School	Date(s)	Conference	Parking & Tolls	*Mileage (-.31)	Meals	Lodging	Regis- tration	Other	Total**	Approved Year-to-Date Total**
Julie Brenner Debe De Stefano	LMS BO	2/9 & 2/16/16 1/13/16	TCNJ TAS Seminar 6: The Contemporary Short Story Microsoft Excel		\$19.72 \$3.16					\$19.72 \$142.16	\$19.72 \$142.16
Stacy Kohler	LMS	1/21/16	Responding to Student Needs: Writing Procedurally & Substantively Compliant IEPs		\$6.20			\$30.00		\$36.20	\$36.20
Anita LaPorte	VES/OHES	2/3/16	Time-Saving Strategies to Integrate Your SLP Interventions into Classrooms					\$239.00		\$239.00	\$239.00
Kelly Mattis	BO	1/21/16	Closing the Opportunity Gap		\$20.46			\$10.00		\$30.46	
Kelly Mattis	BO	1/23/16	Bargaining at the Table					\$199.00		\$199.00	
Kelly Mattis	BO	3/12/16	Analyzing & Constructing Salary Guides					\$199.00		\$199.00	\$3,103.23
Eric Mazurkiewicz	UMS	2/18- 2/19/16	NJ Music Educators Association State Conference					\$165.00		\$165.00	\$165.00
Eliana Molano	MHS	2/26 - 2/27/16	Foreign Language Educators of New Jersey Annual Conference		\$22.69			\$230.00		\$252.69	\$252.69
William Pitcher	BO	3/10/16	STS OF NJ Mechanics Program					\$135.00		\$135.00	\$135.00
Alma Reyes	District	2/1 - 2/2/16	How to Communicate with Tact & Professionalism		\$11.28			\$299.00		\$310.28	\$810.28
Becky Richards	LMS	1/21/16	Responding to Student Needs: Writing Procedurally & Substantively Compliant IEPs		\$6.20			\$30.00		\$36.20	\$36.20
Pamela Schrum	OHES	2/3/16	NJ 2016 Statewide Preschool Nurses Meeting		\$8.87					\$8.87	\$8.87
Patricia Sowa	UMS	1/27/16	Planning NGSS Aligned Lessons		\$3.84			\$125.00		\$128.84	
Patricia Sowa	UMS	3/15/16	Crosscutting Concepts 48th Annual New Jersey Pupil Transportation Conference and Equipment Show		\$3.84			\$125.00		\$128.84	\$579.29
Jesus Velazquez	BO	3/10 - 3/11/16	Reforming Assessment Beliefs & Practices Using the NGSS to Leverage Common Core		\$50.22			\$395.00		\$445.22	\$445.22
Ron Zalika	BO	2/2/16	Reforming Assessment Beliefs & Practices Using the NGSS to Leverage Common Core					\$149.00		\$149.00	\$149.00
Ron Zalika	BO	2/17/16						\$149.00		\$149.00	\$2,664.00

**Estimated

**Includes Registrations

BOE 1/5/16

4.1 PERSONNEL**Resignations/Retirements/Terminations/Rescissions**

Location	Name	Position	Effective	Reason	Dates of Employment/Notes
LMS	Allison Pungello TCH.LM.MATH.06.02	Math/Science Club Advisor	09/01/2015	Rescission	N/A

Leaves of Absence

Location	Name	Position	Type of Leave	Dates of Leave/Notes
LMS	Lauren Smith LOA.LM.MASC.05.01	Teacher/Grade 5	Temporary Disability FMLA Unpaid Leave Anticipated Return	09/01/2015 – 11/20/2015 (Paid with Benefits) 11/23/2015 – 02/19/2016 (Unpaid with Benefits) 02/22/2016 – 06/23/2016 (Unpaid w/o Benefits) (revised) 09/01/2016 (revised)

Appointments/Reinstatements (Certificated Staff)

Location	Name	Position	Replacing	Step	Salary	Pro-Rated	Dates of Employment/Notes
OHES	Kelly Thorp TCH.OH.PSD.MG.04	Teacher/Preschool Disabled	Gabrielle Marion	2-3	\$58,190.00		02/16/2016 – 06/30/2016
LMS	Denise Himmelheber (Leave Replacement) TCH.LM.MASC.05.01	Teacher/Grade 5	Lauren Smith	BA 4-5	\$59,185.00		09/01/2015 – 06/30/2016 (revised)

Appointments – To be funded by Title II

Location	Name	Position	Hourly Rate	Dates/Notes
MHS	Jennifer Amberson	Staff Development	\$20.00 p/h	Bright Links Turnkey Workshop – Not to Exceed 1.5 hours
MHS	Derrin Cardia	Staff Development	\$20.00 p/h	Bright Links Turnkey Workshop – Not to Exceed 1.5 hours
MHS	David English	Staff Development	\$20.00 p/h	Bright Links Turnkey Workshop – Not to Exceed 1.5 hours
MHS	Teena Jessu	Staff Development	\$20.00 p/h	Bright Links Turnkey Workshop – Not to Exceed 1.5 hours
MHS	Gene Porcelli	Staff Development	\$20.00 p/h	Bright Links Turnkey Workshop – Not to Exceed 1.5 hours
MHS	Kelly Rafferty	Staff Development	\$20.00 p/h	Bright Links Turnkey Workshop – Not to Exceed 1.5 hours

Appointments – Other *

Location	Name	Position	Hourly Rate	Dates/Notes
OHES	Krista VanNostrand	Family Science & Engineering Night Teacher	\$30.00 p/h	January 25, 2016 – Not to exceed 3 hours
MHS	Brittany Discepola	Family Science & Engineering Night Teacher	\$30.00 p/h	January 25, 2016 – Not to exceed 3 hours
OHES	Michelle Pender	Family Science & Engineering Night Teacher	\$30.00 p/h	January 25, 2016 – Not to exceed 3 hours
OHES	Carolyn Comollo	Family Science & Engineering Night Teacher	\$30.00 p/h	January 25, 2016 – Not to exceed 3 hours
OHES	Lindsay Fox	Family Science & Engineering Night Teacher	\$30.00 p/h	January 25, 2016 – Not to exceed 3 hours
OHES	Cara Zahorsky	Family Science & Engineering Night Teacher	\$30.00 p/h	January 25, 2016 – Not to exceed 3 hours
OHES	Kelly Thorp	Family Science & Engineering Night Teacher	\$30.00 p/h	January 25, 2016 – Not to exceed 3 hours
OHES	Lauren Rocha	Family Science & Engineering Night Teacher	\$30.00 p/h	January 25, 2016 – Not to exceed 3 hours
OHES	Diamond Zucchetti	Family Science & Engineering Night Teacher	\$30.00 p/h	February 29, 2016 – Not to Exceed 3 hours
OHES	Julia Lee	Family Science & Engineering Night Teacher	\$30.00 p/h	February 29, 2016 – Not to Exceed 3 hours
OHES	Cindy Magalio	Family Science & Engineering Night Teacher	\$30.00 p/h	February 29, 2016 – Not to Exceed 3 hours
VES	Mary Lisa Pliskin	Family Science & Engineering Night Teacher	\$30.00 p/h	February 29, 2016 – Not to Exceed 3 hours
VES	Meredith Berkowitz	Family Science & Engineering Night Teacher	\$30.00 p/h	February 29, 2016 – Not to Exceed 3 hours
OHES	Alexa Komar	Family Science & Engineering Night Teacher	\$30.00 p/h	April 25, 2016 – Not to Exceed 6 hours
OHES	Gena Leimbacher	Family Science & Engineering Night Teacher	\$30.00 p/h	April 25, 2016 – Not to Exceed 6 hours
OHES	Geena Bergen	Family Science & Engineering Night Teacher	\$30.00 p/h	April 25, 2016 – Not to Exceed 3 hours
OHES	Kimberly Critelli	Family Science & Engineering Night Teacher	\$30.00 p/h	April 25, 2016 – Not to Exceed 3 hours
OHES	Kelley Kappus	Family Science & Engineering Night Teacher	\$30.00 p/h	April 25, 2016 – Not to Exceed 3 hours
OHES	Lauren Rocha	Family Science & Engineering Night Teacher	\$30.00 p/h	April 25, 2016 – Not to Exceed 3 hours
OHES	Sharon Baller	Family Science & Engineering Night Teacher	\$30.00 p/h	April 25, 2016 – Not to Exceed 3 hours
OHES	Diamond Zucchetti	Family Science & Engineering Night Teacher	\$30.00 p/h	April 25, 2016 – Not to Exceed 3 hours

Co-Curricular 2015-2016

Location	Name	Position	Stipend	Pro-rated	Dates /Notes
LMS	Jay Glassman	Library Monitor @ 40%	\$1,327.20	Yes	September 2015 – December 2015
LMS	Denise Himmelheber	Math/Science Club Advisor	\$1,540.00		2015 – 2016 School Year
MHS	Cheyanna Sullivan	Theater Arts: Choreographer	\$1,600.00		2015 – 2016 School Year

Tuition Reimbursement

Location	Name	School	Semester	Credits	Reimbursed Amount	Course
VES	Erika Fedo	Fitchburg University	Spring	3	\$ 325.00	WRS Advanced Word Study
MHS	Jason Sullivan	Rutgers University	Spring	3	\$2,034.00	Models of Professional Development
UMS	Jody Budoff	University of La Verne	Spring	3	\$ 345.00	Understanding Asperger's Syndrome
UMS	Jody Budoff	University of La Verne	Spring	3	\$ 345.00	Eating Disorders A Psychological Battle
UMS	Jody Budoff	University of La Verne	Spring	3	\$ 345.00	Understanding & Dealing with Difficult Parents
LMS	Jennifer Demuth	Rider University	Spring	3	\$2,190.00	Instructional Practices for Children with Disabilities
MHS	Micheline Aichele	Rutgers University	Spring	3	\$2,034.00	Harlem Renaissance
MHS	Micheline Aichele	Rutgers University	Spring	3	\$2,034.00	Studies in Narrative

Other

Location	Name	Position	Salary	Step	Pro-rated	Dates /Notes
MHS	Derrin Cardia TCH.HS.CCNT.MG.04	Teacher/Technology Education	\$67,435.00	MA+15 4-5		02/01/2016 – 06/30/2016 Salary Advancement to MA+15
VES	Kathleen Carroll	Paraprofessional for Extra Curricular Activities	\$20.00 p/h			01/04/2016 – 06/22/2016 (Not to exceed 20 hours) revised
VES	Adam Austerlitz	Paraprofessional for Extra Curricular Activities	\$20.00 p/h			01/04/2016 – 01/15/2016 (Not to exceed 2 hours)
OHES	Jessica Cesario	Supplemental Speech Sessions	\$58.47 p/h			01/04/2016 – 06/21/2016 (Not to exceed 30 hours)

***Pending Criminal History Clearance or Emergent Hire Approval from Office of the County Superintendent**