

**MONTGOMERY TOWNSHIP BOARD OF EDUCATION**  
**Skillman, New Jersey 08558**

**Meeting, Friday, January 5, 2024**  
**5:00 p.m. Public Session**

**Orchard Hill Elementary School Cafeteria**

**ORGANIZATION AND BUSINESS MEETING AGENDA**

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

School Election Results

Mr. Trent will announce the results of the annual school election of November 7, 2023.

<u>Three Candidates (Three-year Term)</u>	<u>Number of Votes</u>
Christina Harris	3,759
Victoria “Cookie” Franco-Herman	3,667
Zelda Spence Wallace	3,610
John A. Sangiovanni	2,733
Santi Buscemi	2,719
Deatte Gettinger	2,719

The Board Secretary will swear in the newly-elected Board members, Ms. Harris, Ms. Franco-Herman and Ms. Spence Wallace.

**ORGANIZATION MEETING**

I. CALL TO ORDER

II. STATEMENT OF OPEN MEETING AND PUBLIC PARTICIPATION - Mr. Trent 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 January 4, 2023, December 22, 2023 and January 3, 2024. 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 recorded for the purpose of Board review and future reference and to assist in the preparation of minutes.

III. ROLL CALL

IV. SALUTE TO THE FLAG

- V. Nominations for President of the Board – Mr. Trent 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 First Vice President - \_\_\_\_\_ (Board President) opens the floor to receive the nominations for the position of First Vice President of the Montgomery Township Board of Education.

- VII. Nominations for Second Vice President - \_\_\_\_\_ (Board President) opens the floor to receive the nominations for the position of Second Vice President of the Montgomery Township Board of Education.

The Superintendent recommends that the Board of Education approve the administrative items as follows:

- VIII. Appointment of Board Secretary - It is recommended that the Board approve the appointment of Jack Trent as Board Secretary and that the Board Secretary be authorized to invest district funds and make all deposits for the district.

- IX. Public Agency Compliance Officer (P.A.C.O.) – In accordance with N.J.A.C. 17:27-3.3 the Board designates Jack Trent as the Public Agency Compliance Officer to ensure the District's implementation and administration of all procedures pertaining to Equal Employment Opportunity and Affirmative Action for public procurement for the district.

- X. Official Newspapers for Publication of Legal Notices - It is recommended that the Board approve the designation of the The Courier News, The Star-Ledger and/or The Montgomery News as the newspapers to publish legal notices for the Board of Education.

- XI. 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, The Trenton Times and The Montgomery News as the newspapers to receive notices of Board of Education meetings under the "Open Public Meetings Law."

- XII. TD Bank and Santander 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  
 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  
 2016 Referendum Account  
 Emergency Reserve Account

XIII. Persons Designated to Sign Checks for the Ensuing Year - It is recommended that the Board 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:

_____	President
Mary McLoughlin	Superintendent
Jack Trent	Secretary

In the event the President is unable to sign, \_\_\_\_\_, the First-Vice President, will sign the checks. In the absence of both \_\_\_\_\_, President and \_\_\_\_\_, First Vice-President, \_\_\_\_\_, Second Vice-President will sign the checks.

Check signature for the Summer Enrichment; Payroll Account; Agency Account; Vision Plan; and Summer Payroll: School Business Administrator/Board Secretary

Two check signatures for the Flexible Spending Account; and Unemployment Trust Fund: \_\_\_\_\_Board President, Superintendent 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

- XIV. 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 2024-2025:

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:

Jack Trent	Board Office
Heather Pino-Beattie	Montgomery High School
Raquel Estremera-Rivera	Montgomery Middle School (Upper Campus)
Lisa Romano	Montgomery Middle School (Lower Campus)
Susan Lacy	Village Elementary School
Daniel Van Hise	Orchard Hill Elementary School

- XV. Regular Board Public Meetings - It is recommended that the Board adopt the attached calendar of Board of Education Meetings (See Schedule A). Meetings will generally be held the fourth Tuesday of the month. The meetings will start at 7:30 p.m. and will be held in the Cafeteria of Orchard Hill Elementary School.

- 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 2024-2025 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. 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.
- XX. 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.
- XXI. Appointments – The Board President will make the following committee assignments for 2024:

- Members of the Assessment, Curriculum and Instruction Committee (ACI);
- Equity Committee (EC)
- Members of the Human Resource Committee (HRC);
- Members of the Operations, Facilities and Finance Committee (OFF);
- Members of the Policy and Communications Committee (PCC)
- Legislative Liaison for the purpose of receiving materials;
- Board liaisons to the Montgomery Township PTA, PTSA and/or PTO;
- Board Liaison to the SEPTA (Special Education PTA);
- Liaison to the Montgomery Township-Rocky Hill Municipal Alliance Committee;
- Negotiations (CWA, MTEA and APSMT)
- 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;
- Delegate and alternate to the Somerset County Educational Services Commission.
- Liaison to Montgomery Township Municipal Committee

XXII. BOARD/PUBLIC COMMENTS - Members of the public are allotted one opportunity to address the Board regarding the **action agenda or any other business** for up to a maximum of three (3) minutes during this period of the meeting. All comments must be directed to the Board. Before you make your comment, please state your name and address and write both in the notebook provided. Being mindful of privacy rights regarding students, board employees, and board members, and to avoid any potential liability on the part of the speaker, the board discourages defamatory and discourteous remarks. The public comment portions of the meeting are not structured as question-and-answer sessions. The Board may need to refer an issue to the superintendent if the issue has not been handled through the appropriate chain of command, usually starting at the school level. Responses may be provided at the end of this session.

**XXIII. EXECUTIVE SESSION**

It is recommended that the Board of Education adopt a resolution to convene in executive session as follows:

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.

WHEREAS, the items that are permitted to be discussed in executive session are as follows:

- 1) a matter rendered confidential by federal or state law
- 2) a matter in which release of information would impair the right to receive government funds
- 3) material the disclosure of which constitutes an unwarranted invasion of individual privacy
- 4) a collective bargaining agreement and/or negotiations related to it
- 5) a matter involving the purchase, lease, or acquisition of real property with public funds
- 6) protection of public safety and property and/or investigations of possible violations or violations of law
- 7) pending or anticipated litigation or contract negotiations and/or matters of attorney-client privilege
- 8) specific prospective or current employees unless all who could be adversely affected request an open session
- 9) deliberation after a public hearing that could result in a civil penalty or other loss

NOW THEREFORE BE IT RESOLVED, that the Board of Education will be discussing items 3 and 8. Action will take place on these items.

The matters discussed in executive session shall be disclosed to the public when the need for confidentiality no longer exists.

**XXIV. RECONVENE IN OPEN SESSION**

**XXV. BUSINESS AGENDA**

**ACTION AGENDA**

**1.0 ADMINISTRATIVE**

- 1.1 The Superintendent recommends that the Board of Education approve the Harassment, Intimidation and Bullying (HIB) Report.

**2.0 CURRICULUM & INSTRUCTION**

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

2.1 Consultant Approvals 2023-2024 – Approve the following consultants for the 2023-2024 school year:

<b>CONSULTANT NAME/VENDOR</b>	<b>SERVICES PROVIDED</b>	<b>RATES OF SERVICE</b>
American Reading Company	Provide one (1) day of professional development on supplemental reading materials that will be used for the High Impact Tutoring program.	\$2,400.00 <i>To be funded by High-Impact Tutoring Grant</i>

2.2 High-Impact Tutoring Grant Resources Approval – 2023-2024 - Approve the following resources:

Title	Course/Grade(s)	Amount
Foundational Skills Toolkits (American Reading Company)	Supplemental Reading Resource – High-Impact Tutoring Program	Not to Exceed \$8,720.00 <i>To be funded by the High-Impact Tutoring Grant</i>
Bridges Intervention Math Kits (The Math Learning Center)	Math Resources – High-Impact Tutoring Program	Not to Exceed \$5,868.00 <i>To be funded by the High-Impact Tutoring Grant</i>
Savvas Math Diagnostic & Intervention Kits (Savvas Learning Company)	Math Resources – High-Impact Tutoring Program	Not to Exceed \$3,074.00 <i>To be funded by the High-Impact Tutoring Grant</i>

**3.0 OPERATIONS, FACILITIES AND FINANCE**

The Superintendent recommends that the Board of Education approve the finance items as follows:

3.1 Approve Contract with Ross Haber and Associates, LLC – approve a contract with Ross Haber and Associates, LLC to complete a comprehensive demographic study for the district at a cost of \$4,500.

3.2 Approve Contract with School Accounting and Consulting Services – approve a contract with School Accounting and Consulting Services to provide accounting services at a cost of \$115 per hour for onsite and remote services as needed.



**4.0 PERSONNEL**

The Superintendent recommends that the Board of Education approve Personnel Resolutions which may include: Appointments of Staff, Resignations and Other following discussion in Executive Session.

**ADJOURNMENT**

**SCHEDULE A**

**PROPOSED SCHEDULE OF BOARD MEETINGS**

Following is the **PROPOSED** meeting schedule for the Montgomery Township Board of Education for the year 2024. Generally the Board will meet on the 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. The meeting place will be the Orchard Hill Elementary School cafeteria. The public portion of the meetings will begin at 7:00 p.m.

**PROPOSED:** At the Montgomery Township Board of Education Organization Meeting of January 5, 2024.

Tuesday	Business	January 23, 2024
Tuesday	Business	February 27, 2024
Tuesday	Business/Tentative Budget Approval	March 19, 2024
Tuesday	Business/Budget Hearing & Adoption	April 30, 2024
Tuesday	Business	May 21, 2024
Tuesday	Workshop/Business	June 11, 2024
Tuesday	Business	June 25, 2024
Tuesday	Business	July 16, 2024
Tuesday	Business	August 27, 2024
Tuesday	Business	September 17, 2024
Tuesday	Business	October 15, 2024
Tuesday	Business	November 19, 2024
Tuesday	Business	December 17, 2024
Tuesday	Organization and Business	January 7, 2025