

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Minutes of the Tuesday, February 24, 2015 7:00 P.M. Business Meeting

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

The Montgomery Township Board of Education held a Business Meeting on Tuesday, February 24, 2015 at 7:00 p.m.

OPENING OF THE MEETING

- A. The Montgomery Township Board of Education held a business meeting on Tuesday, February 24, 2015 in the Upper Middle School Media Center.
- B. Roll Call - The following Board members were present: Sandra Donnay (arrived at 7:07 p.m.), Nicholas Hladick, Judy Humza, Anne Michaelson, Amy Miller and Christine Witt

The following Board members were absent: Dharmesh Doshi, Humberto Goldoni and Adelle Kirk-Csontos

Also Present: Deborah Sarmir, Assistant Superintendent
Thomas M. Venanzi, Business Administrator/
Board Secretary
Annette M. Wells, Associate School Business Administrator/
Assistant Board Secretary

- C. EXECUTIVE SESSION – A motion was made by Ms. Humza and seconded by Ms. Witt that the board adopt a resolution to go into executive session at 7:02 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, student disciplinary matters and an update on a student disenrollment matter.
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.

Ms. Donnay arrived at 7:07 p.m.

- D. RETURN FROM EXECUTIVE SESSION – The Board returned from Executive Session at 7:30 p.m.
- E. Vice President Michaelson 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, February 18, 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.
- F. Vice President Michaelson then led everyone in the Salute to the Flag.
- G. Vice President Michaelson welcomed all to the business meeting.

NEW BUSINESS FROM BOARD/PUBLIC

Mr. Alan Wirsul noted that this is the third consecutive meeting that the chairman of the OFF has missed.

Mr. Wirsul stated that he has asked for information on fuel costs in the transportation budget but has received no response.

Mr. Wirsul expressed concern that Somerset County is having financial issues with regard to the solar panels installed in Somerset and Sussex counties, which includes panels in the district. He stated that Somerset County owes the bond holders, and he is concerned the district will lose cheap electricity. Then the taxpayers will be paying at the district and county levels.

Ms. Michaelson responded that it is not for the board to speak on behalf of an individual board member as to why they are not at the meeting. The attendance issue has been discussed at the policy meetings, and the committee is looking into rectifying the situation. The board is a group of dedicated individuals.

Mr. Venanzi responded that while the issue with Somerset County and the solar panels is involved in a contract dispute, our projects were completed and are operational. We are not involved in third party completion and are getting the benefit of reduced energy cost. Mr. Venanzi stated that he can't speculate what will happen with litigation.

Mr. Venanzi read his response to Mr. Wirsul on fuel costs from the January 29th meeting. Mr. Venanzi stated that if Mr. Wirsul required further information, he can either call him or send him an email message.

APPROVAL OF MINUTES

A motion was made by Ms. Miller and seconded by Mr. Hladick to approve the following minutes:

January 6, 2015 Organization Meeting

Upon call of the question, the motion carried unanimously.

A motion was made by Mr. Hladick and seconded by Ms. Humza to approve the following minutes:

January 13, 2015 Executive Session Meeting

Upon call of the question, the motion carried with six members voting in favor and Ms. Donnay voting against.

A motion was made by Ms. Humza and seconded by Ms. Donnay to approve the following minutes:

January 13, 2015 Workshop and Special Meeting

Upon call of the question, the motion carried unanimously.

A motion was made by Ms. Donnay and seconded by Ms. Miller to approve the following minutes:

January 29, 2015 Executive Session Meeting

Upon call of the question, the motion carried unanimously.

A motion was made by Mr. Hladick and seconded by Ms. Miller to approve the following minutes:

January 29, 2015 Business Meeting

Upon call of the question, the motion carried unanimously.

ACCEPTANCE OF CORRESPONDENCE

A motion was made by Ms. Witt and seconded by Ms. Miller to approve the acceptance of the correspondence as follows:

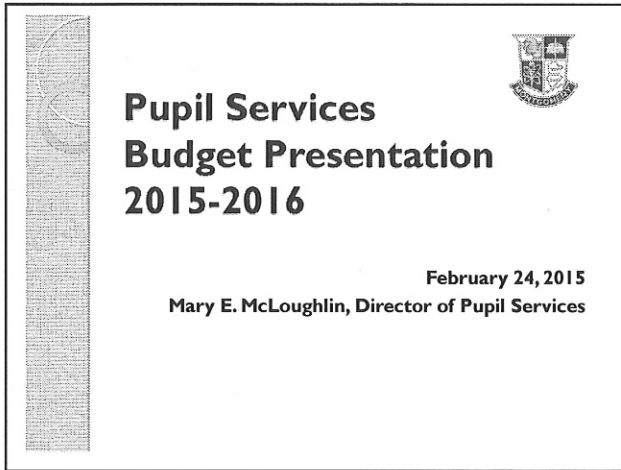
1. Email dated 1/23/15 from P. LeSueur regarding SAT cancellation
2. Email dated 1/23/15 from R. Aneja regarding school activity cancellation
3. Email dated 2/6/15 from V. Lala regarding classroom issue
4. Email dated 2/16/15 from J. Grant regarding Common Core

Upon call of the question, the motion carried unanimously.

SUPERINTENDENT’S REPORT

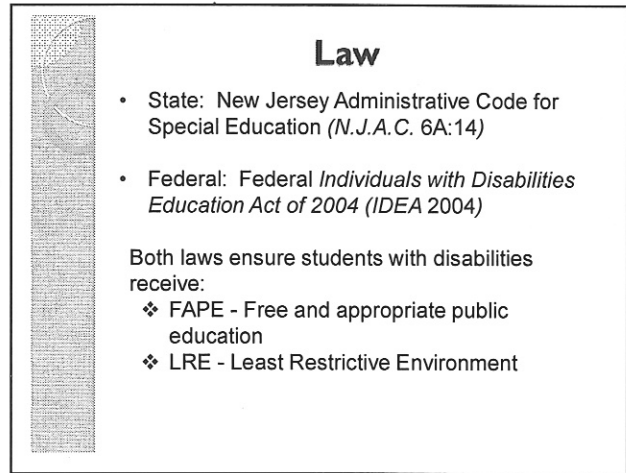
Presentation

Ms. Mary McLoughlin, Director of Pupil Services, gave the following presentation on the 2015-2016 Special Services Budget.



**Pupil Services
Budget Presentation
2015-2016**

February 24, 2015
Mary E. McLoughlin, Director of Pupil Services

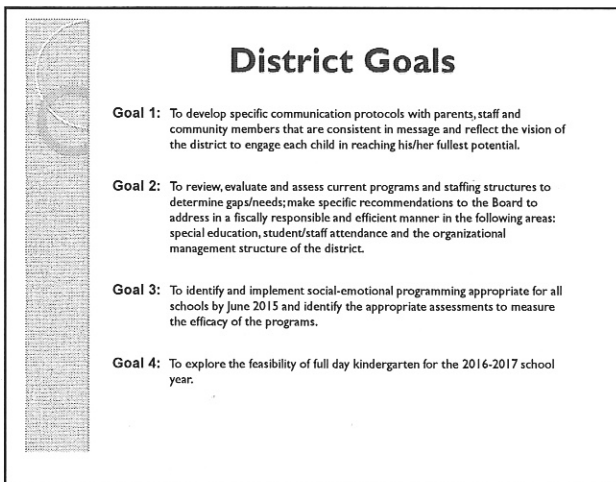


Law

- State: New Jersey Administrative Code for Special Education (*N.J.A.C. 6A:14*)
- Federal: Federal *Individuals with Disabilities Education Act of 2004 (IDEA 2004)*

Both laws ensure students with disabilities receive:

- ❖ FAPE - Free and appropriate public education
- ❖ LRE - Least Restrictive Environment



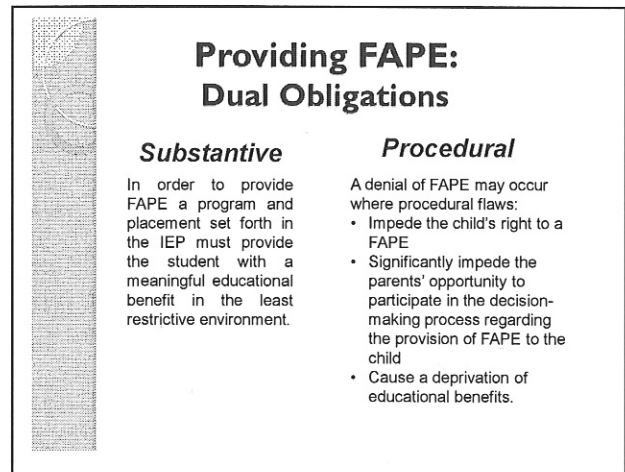
District Goals

Goal 1: To develop specific communication protocols with parents, staff and community members that are consistent in message and reflect the vision of the district to engage each child in reaching his/her fullest potential.

Goal 2: To review, evaluate and assess current programs and staffing structures to determine gaps/needs; make specific recommendations to the Board to address in a fiscally responsible and efficient manner in the following areas: special education, student/staff attendance and the organizational management structure of the district.

Goal 3: To identify and implement social-emotional programming appropriate for all schools by June 2015 and identify the appropriate assessments to measure the efficacy of the programs.

Goal 4: To explore the feasibility of full day kindergarten for the 2016-2017 school year.



**Providing FAPE:
Dual Obligations**

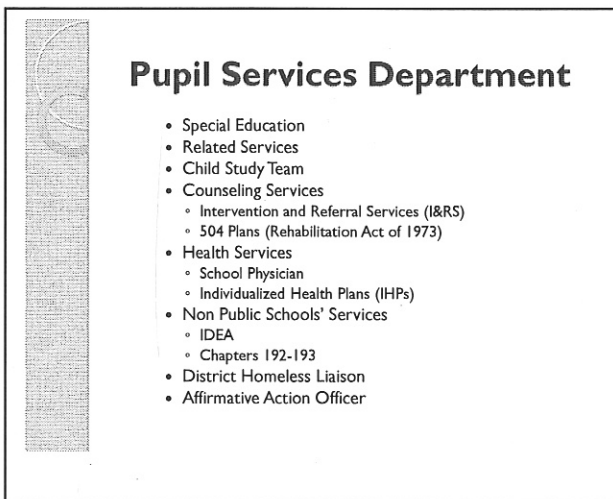
Substantive

In order to provide FAPE a program and placement set forth in the IEP must provide the student with a meaningful educational benefit in the least restrictive environment.

Procedural

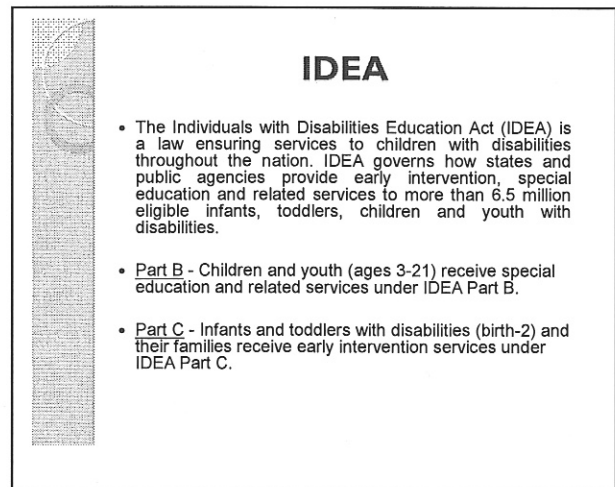
A denial of FAPE may occur where procedural flaws:

- Impede the child's right to a FAPE
- Significantly impede the parents' opportunity to participate in the decision-making process regarding the provision of FAPE to the child
- Cause a deprivation of educational benefits.



Pupil Services Department

- Special Education
- Related Services
- Child Study Team
- Counseling Services
 - Intervention and Referral Services (I&RS)
 - 504 Plans (Rehabilitation Act of 1973)
- Health Services
 - School Physician
 - Individualized Health Plans (IHPs)
- Non Public Schools' Services
 - IDEA
 - Chapters 192-193
- District Homeless Liaison
- Affirmative Action Officer



IDEA

- The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to more than 6.5 million eligible infants, toddlers, children and youth with disabilities.
- Part B - Children and youth (ages 3-21) receive special education and related services under IDEA Part B.
- Part C - Infants and toddlers with disabilities (birth-2) and their families receive early intervention services under IDEA Part C.

Least Restrictive Environment

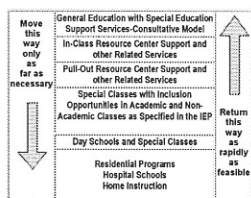
6A:14-4.2 Placement in the least restrictive environment:

- To the maximum extent appropriate, a student with a disability is educated with children who are not disabled

NJAC 6A:14-4.6 Program Criteria

Support Resource and Supplementary Instruction	Preschool & Elementary		Secondary	
	No Aide	Aide	No Aide	Aide
In-Class	8	---	10	----
Pull Out Supplemental				
Single Subject	6	7 to 9	9	10 to 12
Multiple Subject	6	7 to 9	6	7 to 9
Replacement Resource	6	7 to 9	9	10 to 12
Autism	3	4 to 6	3	4 to 6
				7 to 9
				(with 2 aides required)

Least Restrictive Placement in the Continuum of Educational Services



Special Education Program Review Program and Budget Planning

- Track current expenditures for ODP public/private. Establish in-district and/or public school placement protocols.
 - 2014-2015 – Hired BCBA (Board Certified Behavior Analyst)
 - 2014-2015 – Hired Reading Interventionist
- Identify potential for SE classroom capacity within district by school
 - All classrooms compliant with State Mandated class size
 - New Staffing 2015-2016 necessary to meet class size mandates
- Develop long-range plan for staffing and program development for in-district programs. Develop protocols for review and approval of ODP.
 - Completed. All case managers follow procedures for LRE, and obtain district + county approval.

In District Special Education Programs

- Consultation
- In-Class Resource
- Pull Out Resource
- Self-Contained
- Supplemental Instruction
- Transition Services
- Speech and Language Services Only

Special Education Funding Sources

- IDEA Grant
- Local School Budget

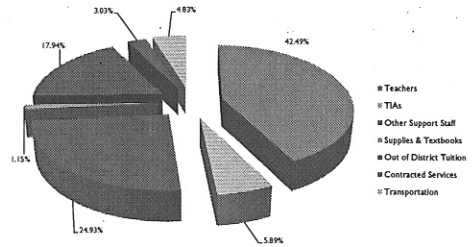
IDEA Grant

The Office of Special Education Programs (OSEP), through Part B of the Individuals with Disabilities Education Act (IDEA), provides formula grants to states to assist them in providing a free appropriate public education in the least restrictive environment for children with disabilities ages 3 through 21 (Part B, Sections 611 and 619).

Montgomery Township School District

Preschool Grant:	\$22,222.00
Nonpublic Share:	\$590.00
Basic Grant:	\$834,515.00
Nonpublic Share:	\$30,417.00

Budget Breakdown



Local School District Budget



Extraordinary Aid

- Extraordinary Aid assists districts with students with high educational costs and are classified.
- EXAID from the state may be sought for providing direct instructional and support services.
- The amount for 2013-2014 in Extraordinary Aid was \$442,155.00

	2014-15 BUDGET	2015-16 PROPOSED
TOTAL SPECIAL EDUCATION COSTS	\$19,135,958	\$19,905,230
OUT OF DISTRICT COSTS	\$2,436,187	\$2,495,229
OUT OF DISTRICT STUDENTS	44	59
SPEECH/LANGUAGE STUDENTS	61	Pending
SPECIAL EDUCATION STUDENTS	667	Pending
COST PER PUPIL	\$19,781.05	Pending
TOTAL STUDENTS	4774	Pending
% SPECIAL EDUCATION STUDENTS	13.97%	Pending

Required Staffing Additions Special Education

- **MHS**
 - ❖ .6 Transition Coordinator
 - ❖ .08 Increase Speech Language Pathologist
- **LMS**
 - ❖ 1 - MCI TIA
 - ❖ 2 - ICS Teachers
- **VES**
 - ❖ 1 - ICS Teacher
- **OHES**
 - ❖ 1 - ICS Teacher
 - ❖ 3 - I:1 TIAs

Proposed Staffing Additions Counseling Services K-12

- Director of Student Academic and Counseling Services (K – 12)

(No Additional Staff Required)

Rationale:

To Organize, manage, supervise, and evaluate the effectiveness of programmatic procedures for the operation and functioning of Counseling Services in all elementary, middle and high schools, consistent with the philosophy, mission, values and goals of the District. This role includes counseling services for academic, college and career planning, social and emotional development (N.J.A.C.6:8-4.7(a) 3), and the coordination of specialized services for all students. This position will also ensure compliance with all laws, administrative codes, and Board policies and regulations.

Health Services

- AED training to fulfill Janet's Law requirement.
- ❖ AED Teams trained June 2014 with 2 year certification cycle.

Proposed Staffing Additions Counseling Services K-12

- OHES/VES – School Counselor

We have one full time counselor at OHES, one full time counselor at VES and one shared counselor between VES and OHES. An additional counselor will provide the resources necessary to fulfill our guidance curriculum.

Counselors serve as crisis team members and HIB investigators which are very time consuming.

We have 832 students at OHES with 1.5 counselors and 662 students at VES with 1.5 counselors.

The American School Counselor Association recommends a counselor/student ratio of 1:250.

Questions



Time was allowed for questions and comments from the board.

Ms. Kelly Mattis, Director of Human Resources, gave the following presentation on the 2015-2016 Personnel Budget.

Human Resources Proposed Personnel Adjustments 2015-2016

February 24, 2015
Kelly M. Mattis
Director of Human Resources



GOAL 1:

To develop specific communication protocols with parents, staff and community members that are consistent in message and reflect the vision of the district to engage each child in reaching his/her fullest potential.

GOAL 2:

To review, evaluate and assess current programs and staffing structures to determine gaps/needs; make specific recommendations to the Board to address in a fiscally responsible and efficient manner in the following areas: special education, student/staff attendance and the organizational management structure of the district.

District Goals

GOAL 3:

To identify and implement social-emotional programming appropriate for all schools by June 2015 and identify the appropriate assessments to measure the efficacy of the programs.

GOAL 4:

To explore the feasibility of full day kindergarten for the 2016-2017 school year.

District Goals

REALLOCATED PERSONNEL

Added	Amount	Med/Dent
2 OHES Teachers	116,340	49,968
1 UMS Health/PE Teacher	58,170	24,984
3 UMS Teachers CCR & Active Citizenship	174,510	74,952
1 UMS Web Design and Coding Teacher	58,170	24,984
1 UMS Music Technology Teacher	58,170	24,984
8 Positions	465,360	199,872
Reduced/Reallocated Positions:		
8 Teaching Positions-District	-465,360	-199,872

2015-2016 Personnel Adjustments

Grade Level	Class Size Averages*
✓ K-2	✓ 20-22
✓ Grades 3-8	✓ 23-25
✓ Grades 9-12 General	✓ 23-27
✓ Grades 9-12 Science	✓ 24
✓ Grades 9-12 English	✓ 22
✓ Literacy Support	✓ 10

*outlined in Regulation 2312

Policy 2312—Class Size

PERSONNEL ADDITIONS

Added	Amount	Med/Dent
Upgrade MHS VP Position to Director of Student Academic & Counseling Services	22,734	
Elementary School Guidance Counselor	64,290	24,112
Total	87,024	24,112

2015-2016 Personnel Adjustments

Personnel to Support Approved Courses and Maintain Appropriate Class Sizes

- 2 OHES Teachers
- 1 UMS Health/PE Teacher
- 3 UMS Teachers-College and Career Readiness and Active Citizenship
- 1 UMS Web Design and Coding Teacher
- 1 UMS Music Technology Teacher

All (8) positions reallocated from existing staff. No additional costs.

Proposed Reallocation of Staff

ORCHARD ELEMENTARY SCHOOL

- ✓1 In-Class Support Teacher
- ✓3 Personal Teacher Instructional Aides
- ✓1 English Language Learner Teacher (ELL)

VILLAGE ELEMENTARY SCHOOL

- ✓1 In-Class Support Teacher

Required Personnel Additions

LOWER MIDDLE SCHOOL

- ✓ 2 In-Class Support Teachers
- ✓ 1 Teacher Instructional Aide

HIGH SCHOOL

- ✓ .4 English Language Learner Teacher (ELL)
- ✓ .08 Speech Teacher
- ✓ .6 Transition Coordinator

Required Personnel Additions

New Coaching and Advisor Positions

MHS -\$4,600

Junior Varsity Volleyball Program

- Program succession plan-entering 4th year of takeover plan
- Participation-14 girls

LMS- \$1,540

Math/Science Club Advisor Grade 5

- Participation-projected interest of 70-100 students

Co-Curricular Recommendations

PERSONNEL ADDITIONS

Added	Amount	Med/Dent	FICA
2 OHES ICS & ELL Teachers	116,340	49,968	
3 OHES Personal TIAs	71,568	84,538	5,475
1 VES ICS Teacher	58,170	24,984	
1 LMS TIA	23,856	28,179	1,825
2 LMS ICS Teachers	116,340	49,968	
.08 MHS Speech Teacher	6,007		
.6 MHS Transition Coordinator	47,145	22,369	
.4 MHS ELL Teacher	23,268		
Total	462,694	260,006	7,300

**Personnel Adjustments
Special Education & ELL**

2014-2015 =	\$62,567,665
2015-2016 =	\$64,478,285
Difference: \$1,910,620 increase (3.05%)	
Total Personnel Budget Projection Fund Summary	

Time was allowed for questions and comments from the board.

ACTION AGENDA

PUBLIC COMMENTS

Mr. Wirsul stated that in terms of this budget, the public has a right to know what is going on. He questioned what amount was budgeted in energy lines for last year, this year and next year.

Regarding the solar issue, Mr. Wirsul asked if the district had a plan B if the energy costs are raised.

Mr. Venanzi stated that he would be happy to email information on the energy budget to Mr. Wirsul. He also responded that the district has a contract and is locked in on the energy rates. Therefore, the rates are controlled within a cap.

1.0 ADMINISTRATIVE

A motion was made by Ms. Humza and seconded by Mr. Hladick to approve agenda items 1.1 and 1.2 as follows:

1.1 Routine Monthly Report – Accept the following report:

- 1. Student Control
- 2. Harassment, Intimidation and Bullying (HIB) Report
- 3. Teacher Absence Report
- 5. Fire/Security Drill Report

1.2 Operations, Facilities and Finance Committee (OFF) Charter – Approve the Charter of the Operations, Facilities and Finance Committee (see Pages 16 - 17).

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

2.0 CURRICULUM & INSTRUCTION

A motion was made by Ms. Humza and seconded by Mr. Hladick to approve agenda items 2.1 through 2.3 as follows:

2.1 Consultant Approvals 2014/2015 – Approve the following consultants for the 2014/15 school year.

CONSULTANT NAME/VENDOR	SERVICES PROVIDED	RATES OF SERVICE
Middlesex Regional Education Services Commission	Medical Bedside Instruction @ Hospital	\$63.00/hour

2.2 Out-of-District Placements – Approve the following Out-of-District placements for the 2014/15 school year.

Pupil ID	School	Dates	TUITION		
			ESY	RSY	Total for Year
255791	Legacy Treatment Services, Mary Dobbins School	Withdrawn as of 2/20/2015		-\$24,814.00	-\$24,814.00
255791	Hunterdon Preparatory School	2/23/2015 – 6/15/2015		\$19,440.00	\$19,440.00

2.3 MHS Orchestra & Choir International Tour – Approve the Choir and Orchestra students' international tour to Switzerland, France and Spain, March 28 – April 6, 2016.

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

3.0 FINANCE

A motion was made by Ms. Humza and seconded by Ms. Miller to approve agenda item 3.1 through 3.8 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 January 31, 2015:

- 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 January 31, 2015

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 January 31, 2015 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 January 31, 2015 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 January – approve the monthly bills as follows:

General Operating	\$6,748,348.79
Food Services	\$133,307.79

3.6 Travel Reimbursement – 2014/2015 – approve the Board member and/or staff conference and travel expenses as per the attached list (see Page 18).

3.7 Renewal/Award of Bid - Building Use at the Montgomery Township School District (B15-01) - Renew the agreement with the Princeton Family YMCA for building use at Orchard Hill, Village and Lower Middle School for a before/after school child care program for the 2015-16 school year at a rental fee of \$136,800. The rental fee is increased in accordance with the consumer price index noted in the bid documents.

- 3.8 Renewal of Bus Routes - approve renewal of Bid B11-09, multi-contract RTT11 to Montgomery HS, Montgomery Upper MS, Montgomery Lower MS, Village Elementary School and Orchard Hill Elementary School for the 2015-2016 school year to Irvin Raphael, Inc., East Brunswick as follows:

<u>Route #</u>	<u>2014-2015 Cost</u>	<u>Increase</u>	<u>2015-2016 Cost</u>	<u>Mileage +/-</u>
TT3-5H	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT3-16LM	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT3-16R	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT6-10H	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT6-20LM	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT6-6R	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT7-11H	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT7-17LM	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT7-3R	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT9-15H	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT9-7LM	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT9-7R	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT11-25H	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT11-4LM	\$18,473.02	1.34%	\$18,720.55	\$1.95
T11-9R	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT21-18H	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT21-7UM	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT21-10V	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT23-21H	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT23-17UM	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT23-8V	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT24-23H	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT24-19UM	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT24-12V	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT27-1H	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT27-2LM	\$18,473.02	1.34%	\$18,720.55	\$1.95
TT27-1V	\$18,473.02	1.34%	\$18,720.55	\$1.95

Increase: 1.34% (CPI) (\$6,683.31)

Total Cost of 2015-2016 renewal contract with Irvin Raphael: \$505,454.85

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

A motion was made by Ms. Humza and seconded by Ms. Miller to approve agenda item 3.9 as follows:

- 3.9 Resolution Regarding Assessed Tuition – Approve the following resolution:

WHEREAS, on or about January 7, 2015, the parents of four (4) students whose names are on file in the Superintendent's office were provided notice that the Montgomery Township School District (hereinafter referred to as the "District") had determined that said students were not eligible to attend the Montgomery Township Schools tuition-free because they

were not domiciled or residing within the boundaries of the District (hereinafter referred to as "Notice of Disenrollment"); and

WHEREAS, on or about January 13, 2015, the parents of said students were provided an opportunity to appear before the Montgomery Township School District Board of Education (hereinafter referred to as the "Board") to dispute the District's determination that their children are not domiciled or residing within the boundaries of the District; and

WHEREAS, at the conclusion of the January 13, 2015 hearing before the Board, the Board determined to continue the disenrollment proceedings pending the submission of four (4) specific additional documents for their review; and

WHEREAS, the parents have provided sufficient documentation establishing their intent to become future residents of Montgomery Township on or about February 27, 2015, which entitles their children to attend the District's schools free of charge under the Board's Policies and Regulations from December 1, 2015 until February 27, 2015; and

WHEREAS, the parents have not provided one of the specific documents requested by the Board to establish their residency in the District from on or about October 1, 2014 through November 30, 2014, despite repeated requests for the submission of said document; and

WHEREAS, the parents' failure to establish their residency from on or about October 1, 2014 through November 30, 2014 requires that they pay tuition to the District for the 23 school days in October and 16 school days in November at the rate of \$319.89 per day for the four (4) children for a total of \$12,475.71.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The four (4) children shall be permitted to continue their enrollment in the Montgomery Township School District provided that they establish residency on or before February 27, 2015, which is the date they are scheduled to close title under the terms of their Contract for Sale. If the parents do not establish residency on or before February 27, 2015, then this matter shall be referred back to the Board upon notice to the parents for further action in accordance with the Board's Policies and Regulations.
2. The parents are hereby assessed tuition for the period from on or about October 1, 2014 through November 30, 2014 in the total amount of \$12,475.71 as a result of the parents' failure to establish that they resided in Montgomery Township for said period.

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

4.0 PERSONNEL

A motion was made by Mr. Hladick and seconded by Ms. Witt to approve agenda items 4.1 and 4.2 as attached (see Pages 19-21).

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

ANNOUNCEMENTS BY THE PRESIDENT

Ms. Michaelson reminded the board and public that the Educational Foundation is holding their annual fundraiser on March 28th. She also stated that the high school play, *Beauty and the Beast*, will be held this weekend, and the Upper Middle School play, *High School Musical*, will be held next weekend.

ADJOURNMENT

A motion was made by Ms. Donnay and seconded by Mr. Hladick to adjourn the meeting at 8:39 p.m. Upon call of the question, the motion carried unanimously.

Respectfully submitted,



Thomas M. Venanzi
School Business Administrator/
Board Secretary

CHARTER of the OPERATIONS, FACILITIES AND FINANCE COMMITTEE (OFF)

This charter constitutes a statement of the Operations, Facilities and Finance Committee's structure and responsibilities. It provides guidance for the OFF's interactions with the full Board, District management and others.

ORGANIZATION

The OFF shall be comprised of three or four Board members. The District Business Administrator shall be designated the District representative to the OFF. The Board President and the Superintendent shall serve as ex-officio members of the OFF.

PURPOSE

Working in partnership with the District administration, the OFF shall provide assistance to the Board of Education with its oversight of:

1. The integrity of the District's financial reporting, accounting, budgeting and internal controls;
2. The preparation and presentation of the Annual Budget;
3. The District's compliance with regulatory and legal requirements;
4. The performance of the independent auditing firm, the scope of its planned work, its qualifications and its independence;
5. The financial sustainability of the district including new programs and initiatives (OP&M and academic);
6. The District's facilities, grounds, transportation, food service and operational resources.

RESPONSIBILITIES

1. Obtain the full Board's approval of this Charter and annually reassess this Charter with all members of the Board.
2. Review with management its recommendation for the appointment of independent auditors for the year.
3. Meet with the independent auditors and District management to review the scope of the proposed audit for the current year and at the conclusion of such audit review the results, including any comments and recommendations.
4. Review the audited financial statements with management and the auditors.
5. Review significant RFP's, lease purchase arrangements and financing transactions.
6. Review adequacy of insurance coverage and premium costs (excluding coverage presently reviewed by other committees).
7. Work with the full Board and District management to set short and long term budget guidelines.
8. Monitor the budget preparation process.

9. Review proposed budget presentations and related communications.
10. Ensure engagement of the public on issues of significant financial and budgetary concern.
11. Review actual expenditures vs. approved budget, including inter-account budget transfers, periodically during the year with District management.
12. Review monthly revenue expenditures and fund summary reports.
13. Review the financial aspects of the District long-range strategic plan.
14. Report to and obtain feedback from the board on issues being deliberated at OFF.
15. Prepare and submit notes of all OFF meetings to the full Board for their information.
16. Review, annually, facility and grounds maintenance and building repair plans.
17. Review the District's long-range facility plan, in accordance with State requirements, and any updates to such plan.
18. Review the District's periodic assessment of the appropriateness of all district facilities and grounds.
19. Review periodic maintenance reports and future plans from the Director of Facilities.
20. Review periodic reports regarding transportation plans and resource adequacy with the Supervisor of Transportation.
21. Review periodic reports regarding technology infrastructure plans and resource adequacy including security measures with the Instructional Technology Manager.
22. Review, annually, the District's Safety and Security Plan.
23. Review periodic reports regarding the District's food service operations.
24. Review the performance of the architect of record and make recommendations to the full board regarding the annual appointment.
25. Investigate any matter brought to its attention to an appropriate resolution.
26. Perform other activities which may be assigned by the full Board.

MEETINGS

The OFF shall meet monthly and on an "as needed" basis.

The OFF shall report regularly with respect of its activities and make recommendations to the full Board for its consideration.

**Montgomery Township Board of Education
Travel Reimbursement Requests
2014/2015**

Name	School	Date(s)	Conference	Parking & Tolls	*Mileage (.31)	Meals	Lodging	Registration	Other	Total**	Approved Year-to-Date Total**
Kelly Mattis	BO	3/5/2015	Philadelphia Veterans Job Fair		\$18.33			\$597.50		\$615.83	
Kelly Mattis	BO	3/18/2015	Monmouth University Job Fair		\$37.20					\$37.20	
Kelly Mattis	BO	4/2/2015	Kean University Job Fair		\$40.05			\$50.00		\$90.05	\$2,132.16
William Pitcher	BO	4/30/2015	47th Annual NJ Pupil Transportation Conference & Equipment Show					\$125.00		\$125.00	\$125.00
Renee Sapnar	BO	3/5/2015	Philadelphia Veterans Job Fair		\$15.94					\$15.94	
Renee Sapnar	BO	3/18/2015	Monmouth University Job Fair		\$15.94					\$15.94	
Renee Sapnar	BO	4/2/2015	Kean University Job Fair		\$15.94					\$15.94	\$47.82
Jesus Velazquez	BO	4/30 - 5/1/15	47th Annual NJ Pupil Transportation Conference & Equipment Show					\$325.00		\$325.00	\$325.00
Annette Wells	BO	6/3 - 6/5/15	NJASBO 53rd Annual Conference	\$30.00	\$69.75	\$132.00	\$235.00	\$150.00		\$616.75	\$2,240.08

*Excluding Tolls

**Includes Registrations.

BOE

BOE

2/24/15

\$235.00

\$150.00

\$325.00

4.1 PERSONNEL

Resignations/Retirements/Terminations/Rescissions

Location	Name	Position	Effective	Reason	Dates of Employment/Notes
OHES/VES	Heather McCarthy TCH.FL.GUID.MG.01	Guidance Counselor	06/30/2015	Resignation	09/01/2013 – 06/30/2015

Leaves of Absence

Location	Name	Position	Type of Leave	Dates of Leave/Notes
MHS	Kelly O'Toole LOA.HS.ENGL.MG.12	Teacher/English	Temporary Disability FMLA	06/22/2015 – 06/30/2015 paid w/benefits 09/01/2015 – 11/20/2015 unpaid w/benefits
MHS	Kelly Apel LOA.HS.GUID.MG.07	School Counselor	Unpaid Leave Anticipated Return	11/21/2015 – 06/30/2016 unpaid w/o benefits 09/01/2016
UMS	Sophia Altieri LOA.UM.ENGL.MG.04	Teacher/English	Temporary Disability FMLA	05/27/2015 – 06/30/2015 paid w/benefits 09/01/2015 – 10/09/2015 unpaid w/benefits
TRANS	Dennis Tangolics TRN.TR.DRVR.NA.35	Bus Driver	Anticipated Return Unpaid Leave Sick Bank	10/12/2015 02/05/2015 ½ day – 2/12/2015 ½ day 02/12/2015 ½ day – 03/16/2015 ½ day
			FMLA Unpaid Leave Anticipated Return	02/04/2015 – 04/18/2015 unpaid w/benefits 04/19/2015 – 06/14/2015 unpaid w/o benefits 06/15/2015

Appointments/Reinstatements (Certificated Staff)

Location	Name	Position	Replacing	Step	Salary	Pro-rated	Dates of Employments/Notes
MHS	Christian Howell TCH.HS.SOST.MG.02	Teacher/ Social Studies	Eileen Moran	MA 1-2	\$63,030.00	Yes	03/02/2015 – 06/30/2015
OHES	Ashley Rose Sherman (Leave Replacement) TCH.OH.TCHR.02.08	Teacher/Grade 2	Renee Varallo	MA 1-2	\$63,030.00	Yes	04/13/2015 – 06/30/2015

2014-2015 Spring Coaching Recommendations

Location	Name	Position	Stipend	Pro-rated	Dates of Employment/Notes
MHS	Tom Huelbig	Baseball, Varsity Assistant Coach	\$5,105		2014-15 Spring Season
MHS	Steve Perone	Baseball, JV Coach	\$5,105		2014-15 Spring Season
MHS	Mark Priebracha	Baseball, Freshman Coach	\$4,192		2014-15 Spring Season
MHS	Calvin Fisher	Baseball, Volunteer Coach	\$0		2014-15 Spring Season
MHS	Walt Walker	Baseball, Volunteer Coach	\$0		2014-15 Spring Season
MHS	Doug Radziewicz	Baseball, Volunteer Coach	\$0		2014-15 Spring Season
MHS	Drew Campbell	Baseball, Volunteer Coach	\$0		2014-15 Spring Season
MHS	Erik Arnessen*	Baseball, Volunteer Coach	\$0		2014-15 Spring Season
MHS	Andrew Carfley	Golf, Boys Volunteer Coach	\$0		2014-15 Spring Season
MHS	Liz Wittmann	Golf, Girls, Volunteer Coach	\$0		2014-15 Spring Season
MHS	Anthony Terranova*	Lacrosse, Boys Varsity Assistant Coach	\$5,105		2014-15 Spring Season
MHS	Jared Simmons*	Lacrosse, Boys JV Coach	\$5,105		2014-15 Spring Season
MHS	Christian Lugo	Lacrosse, Boys Freshman Coach	\$3,892		2014-15 Spring Season
MHS	Troy Gebhart*	Lacrosse, Boys Volunteer Coach	\$0		2014-15 Spring Season
MHS	Michelina Aichele	Lacrosse, Girls Varsity Assistant Coach	\$5,105		2014-15 Spring Season
MHS	Vince Ingrassia	Lacrosse, Girls JV Coach	\$5,105		2014-15 Spring Season
MHS	Kellye Statz	Lacrosse, Girls Freshman Coach	\$3,892		2014-15 Spring Season
MHS	Laurie Hunter	Lacrosse, Girls Volunteer Coach	\$0		2014-15 Spring Season
MHS	Katie Schuh	Softball, Varsity Assistant Coach	\$5,105		2014-15 Spring Season
MHS	Cristina Venetucci	Softball, JV Coach	\$5,105		2014-15 Spring Season
MHS	Kelly Rafferty	Softball, Volunteer Coach	\$0		2014-15 Spring Season
MHS	Johanna Snedeker	Tennis, Boys JV Coach	\$4,542		2014-15 Spring Season
MHS	Vincent Figueroa	Track & Field, Assistant Coach	\$5,105		2014-15 Spring Season
MHS	Ricky Steeb	Track & Field, Assistant Coach	\$5,105		2014-15 Spring Season
MHS	Mike Holinko	Track & Field, Assistant Coach	\$5,105		2014-15 Spring Season
MHS	Colleen Shanahan	Track & Field, Assistant Coach	\$5,105		2014-15 Spring Season
MHS	Kevin Tait	Track & Field, Volunteer Coach	\$0		2014-15 Spring Season
UMS	Michael Girvan	Baseball, Head Coach	\$4,107		2014-15 Spring Season

UMS	Tim Sullivan	Lacrosse, Boys Head Coach	\$2,614.30	63.5%	2014-15 Spring Season
UMS	Matt Fleming	Lacrosse, Boys Head Coach	\$1,502.70	36.5%	2014-15 Spring Season
UMS	Diane Fay*	Lacrosse, Girls Head Coach	\$4,117		2014-15 Spring Season
UMS	Glen Stuart	Lacrosse, Girls Volunteer Coach	\$0		2014-15 Spring Season
UMS	Jennifer Wysocki	Softball, Head Coach	\$4,117		2014-15 Spring Season
UMS	Robert Scarpa	Track & Field, Boys Head Coach	\$4,117		2014-15 Spring Season
UMS	Claire Scarpa	Track & Field, Girls Head Coach	\$4,117		2014-15 Spring Season
UMS	Denita Davis	Track & Field, Assistant Coach	\$3,592		2014-15 Spring Season
UMS	Kevin Armstrong	UMS Athletic Coordinator	\$2,666		2014-15 Spring Season

Appointments/Substitute Teachers

Location	Name	Position	Status	Dates of Employment/Notes
DISTRICT	Carron Kohn	Substitute Teacher	New	2014 – 2015 School Year

Home Instruction 2014-2015

Location	Name	Position	Hourly Rate	Dates of Employment/Notes
MHS	Corinne Van Lier	Home Instruction	\$58.35/hr	2014-2015 School Year

***Pending Criminal History Clearance**

4.2 PERSONNEL Appointments/Reinstatements (Certificated Staff)

Location	Name	Position	Replacing	Step	Salary	Pro-rated	Dates of Employments/Notes
UMS	Carron Kohn (Leave Replacement) TCH.UM.ENGL.MG.04	Teacher/English	Sophia Altieri	MA+15 9-10	\$70,295.00	Yes	02/25/2015 – 06/30/2015