

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Skillman, New Jersey 08558

Meeting, Tuesday, May 24, 2016
7:00 p.m. Executive Session
7:30 p.m. Public Session
Upper Middle School Media Center

DRAFT AGENDA FOR REGULAR BUSINESS MEETING

2015-2016 District Goals

Goal 1: To review, evaluate and assess current programs and staffing structures to determine gaps/needs. Raise academic performance of all demographics and results should compare favorably against similar districts year after year. Special focus on the MHS Science department, where a measurement of student achievement will be developed in 2015 and used every year to measure positive progress.

Goal 2: To identify and implement social emotional learning programming to be addressed district wide through the counseling programs. Specifically, implement evidence based social and emotional learning programs with the aim to prevent bullying, discipline problems and improving school climate (and stress) for all children.

Goal 3: To identify and effectively utilize specific communication practices with students, parents, staff and community members that are timely, accessible, and consistent in message. Administer a district-wide communications survey and compare the results with the Spring 2013 results.

OPENING OF THE MEETING

Call to Order – Board President

Statement of Open Meeting and Public Participation - In accordance with the State's Sunshine Law, adequate notice of this meeting was provided by mailing notice of meeting on January 7, 2016 and _____. Notice was provided to Board of Education Members, Montgomery Township Clerk, Rocky Hill Borough Clerk, Public Library, Township Posting, School Posting, PTSA Officers, Courier News, Princeton Packet, Trenton Times, and The Star Ledger.

The Board reserves the right to enter into Executive Session during all meetings of the Board of Education.

This meeting is being tape-recorded for the purpose of Board review and future reference and to assist in the preparation of minutes.

It is the School Board's intention to conclude this meeting no later than 10:00 p.m.

ROLL CALL

EXECUTIVE SESSION

RECONVENE IN OPEN SESSION – 7:30 p.m.

SALUTE THE FLAG

NEW BUSINESS FROM BOARD/PUBLIC

Members of the public are allotted one opportunity to bring any new/old business to the Board for a maximum of five (5) minutes per speaker. The board president may need to refer an issue to the superintendent if the particular issue has not been handled through the appropriate chain of command within the school district before coming to the board for a response. All responses will be provided at the end of this session.

APPROVAL OF MINUTES – It is recommended that the Board of Education approve the minutes of the following Board Meeting(s):

1. April 12, 2016 Executive Session Meeting
2. April 12, 2016 Workshop and Business Meeting
3. April 16, 2016 Special Meeting
4. April 26, 2016 Executive Session Meeting
5. April 26, 2016 Organization of Business and Academic Affairs and Business Meeting

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

SUPERINTENDENT’S REPORT

ACTION AGENDA

PUBLIC COMMENTS

Members of the public are allotted one opportunity to address the Board regarding the **Superintendent’s Report** or the **Action Agenda** for a maximum of five (5) minutes during this period of the meeting. All responses will be provided at the end of this session.

1.0 ADMINISTRATIVE

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

1.1 Routine Monthly Report – Accept the following reports:

1. Student Control Report
2. Harassment, Intimidation and Bullying (HIB) Report
3. Teacher Absence Report

4. Fire/Security Drill Report

1.2 Policy Review – Adopt the following policies as reviewed:

- 1140 Affirmative Action Program
- 3280 Liability for Pupil Welfare

1.3 Policy First Reading – Accept the following policies and regulations as a first reading:

- 3281 Inappropriate Staff Conduct (Teaching Staff)
- 4281 Inappropriate Staff Conduct (Support Staff)

2.0 CURRICULUM & INSTRUCTION

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

3.0 FINANCE

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

3.1 Financial Reports - As prepared by the School Business Administrator and Treasurer of School Moneys which are in agreement, and presented by the Superintendent, approve the following reports as of April 30, 2016:

- 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 April 30, 2016

3.3 Receipt of Certification from Board Secretary - Pursuant to NJAC 6A:23-2.12 (c) 3, I, Annette M. Wells, certify that as of April 30, 2016 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 April 30, 2016 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 May – approve the monthly bills as follows:
General Operating
Food Service
- 3.6 Travel Reimbursement – 2015/2016 and 2016/2017 – approve the Board member and/or staff conference and travel expenses as per the attached list.
- 3.7 Appointment of Professional Service – approve the appointment of Phoenix Advisors as Financial Advisor for Continuing Disclosure Agent services for \$850 for all inclusive services.
- 3.8 Schedule for Requisition of Taxes - approve the schedule for requisition of taxes from Montgomery Township for the 2016-2017 school year.

**MONTGOMERY TOWNSHIP BOARD OF EDUCATION
TAX LEVY SCHEDULE FOR 2016-2017
MONTGOMERY TOWNSHIP**

	General Fund	Debt Service	Total
1-Jul-16	\$5,973,367.80	\$1,730,500.50	\$7,703,868.30
1-Aug-16	\$5,973,367.80	\$1,730,500.50	\$7,703,868.30
1-Sep-16	\$5,777,901.23		\$5,777,901.23
3-Oct-16	\$5,777,901.23		\$5,777,901.23
1-Nov-16	\$5,777,901.22		\$5,777,901.22
1-Dec-16	\$5,777,901.22		\$5,777,901.22
TOTAL 2016	\$35,058,340.50	\$3,461,001.00	\$38,519,341.50
3-Jan-17	\$5,843,056.75	\$1,153,667.00	\$6,996,723.75
1-Feb-17	\$5,843,056.75	\$1,153,667.00	\$6,996,723.75
1-Mar-17	\$5,843,056.75	\$1,153,667.00	\$6,996,723.75
3-Apr-17	\$5,843,056.75		\$5,843,056.75
1-May-17	\$5,843,056.75		\$5,843,056.75
1-Jun-17	\$5,843,056.75		\$5,843,056.75
TOTAL 2017	\$35,058,340.50	\$3,461,001.00	\$38,519,341.50
TOTAL LEVY	\$70,116,681.00	\$6,922,002.00	\$77,038,683.00

3.9 Schedule for Requisition of Taxes - approve the schedule for requisition of taxes from Borough of Rocky Hill for the 2016-2017 school year.

**MONTGOMERY TOWNSHIP BOARD OF EDUCATION
TAX LEVY SCHEDULE FOR 2016-2017
ROCKY HILL**

	General Fund	Debt Service	Total
1-Jul-16	\$169,769.00	\$14,260.00	\$184,029.00
1-Aug-16	\$184,029.00		\$184,029.00
1-Sep-16	\$138,022.75		\$138,022.75
3-Oct-16	\$138,021.75		\$138,021.75
1-Nov-16	\$138,021.75		\$138,021.75
1-Dec-16	\$138,021.75		\$138,021.75
TOTAL 2016	\$905,886.00	\$14,260.00	\$920,146.00
3-Jan-17	\$150,981.00	\$14,259.00	\$165,240.00
1-Feb-17	\$150,981.00		\$150,981.00
1-Mar-17	\$150,981.00		\$150,981.00
3-Apr-17	\$150,981.00		\$150,981.00
1-May-17	\$150,981.00		\$150,981.00
1-Jun-17	\$150,981.00		\$150,981.00
TOTAL 2017	\$905,886.00	\$14,259.00	\$920,145.00
TOTAL LEVY	\$1,811,772.00	\$28,519.00	\$1,840,291.00

3.10 Approval of Fees for the 2016-17 School Year – approve the following fees for the 2016-17 school year:

- High School student parking fee -- \$200
- Student Activity Participation Fee at the High School and Upper Middle School for those students participating in athletics and clubs -- \$100 per student with a \$200 family cap
- High School football games – Adults \$5, Students \$2
- High School basketball games – Adults \$4, Students \$2
- High School wrestling matches – Adults \$4, Students \$2
- High School fall play – Adults \$6, Students \$5
- High School spring musical – Adults \$8, students \$7
- Upper Middle School spring musical – Adults \$10, Students \$5

3.11 Resolution to Renew Insurance Broker of Record/Consultant as Extraordinary Unspecifiable Service (EUS)

Approve the renewal of Brown and Brown Benefit Advisors as the Board’s group insurance broker of record for all medical, prescription, dental and disability insurance programs as an Extraordinary Unspecifiable Service for the 2016-17 school year and as Consultant as Program Manager for Medical Coverage for the school employee health benefits program effective July 1, 2016 at a monthly fee of \$4,000.

3.12 Resolution to Renew Insurance Brokers of Record as Extraordinary Unspecifiable Service (EUS)

Approve the renewal of CBIZ Insurance Services/Brown and Brown Benefits Advisors as the Board’s insurance broker of record for all property and casualty insurance programs as an Extraordinary Unspecifiable Service for the 2016-17 school year.

3.13 Renewal of Contract/Custodial Services for the Lower Montgomery Middle School (Bid #B15-05) – renew for the 2016-2017 school year the following bid: B15-05 of 2014-2015, awarded on May 27, 2014 and renewed on April 28, 2015 in accordance with N.J.S.A. 18A:18A-42.

<u>Vendor</u> All Clean Building Service, Inc. Lawrenceville, NJ	July 1, 2016 – June 30, 2017 9/1/16-6/30/17 7/1/16-8/31/16 <u>Day & Evening</u> <u>Summer</u> <u>Cleaning</u> <u>Cleaning</u> \$148,000.00 \$18,000.00
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3.14 Receipt/Award of Bid – Upgrade of Food Service Equipment, Counterwork and Décor at the Montgomery High School Cafeteria (B17-01) – Bids were received on May 17, 2016 for the upgrade of food service equipment, counterwork and décor at the Montgomery High School Cafeteria as follows:

<u>Vendor</u>	<u>Base Bid</u>
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It is recommended that the Board of Education award the bid for the upgrade of food service equipment, counterwork and décor at the Montgomery High School Cafeteria as follows:

Vendor

3.15 Receipt/Award of Bid – Installation of Walk-in Cooler/Freezer at Village Elementary School (B17-02) – Bids were received on May 17, 2016 for the installation of walk-in cooler/freezer at Village Elementary School as follows:

<u>Vendor</u>	<u>Base Bid</u>
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It is recommended that the Board of Education award the bid for the installation of a walk-in cooler/freezer at Village Elementary School as follows:

Vendor

- 3.16 Approval for the Purchase of Two (2) 54 Passenger School Buses – approve the purchase of one two (2) 54 Passenger School Buses, entered into on behalf of the Middlesex Regional Educational Services Commission Cooperative Pricing System #65MCESCCPS, School Bus Bid # MRESC 15/16-37.

<u>Vendor</u>	<u>Contract Title and MRESC Contract #</u>	<u>Bus Description</u>	<u>Total</u>
Truck King International Sales & Service, Inc. Newark, NJ	School Bus, Bid #MRESC 15/16-37	54 Passenger	\$187,332.58

- 3.17 Approval for the Purchase of One (1) 10 Passenger/3 Wheelchair Accessible School Bus – approve the purchase of one (1) 10 Passenger/3 Wheelchair Accessible School Bus entered into on behalf of the Middlesex Regional Educational Services Commission Cooperative Pricing System #65MCESCCPS, School Bus Bid # MRESC 15/16-37.

<u>Vendor</u>	<u>Contract Title and MRESC Contract #</u>	<u>Bus Description</u>	<u>Total</u>
Van-Con, Inc. Middlesex, NJ	School Bus, Bid #MRESC 15/16-37	10 Passenger / 3 Wheelchair Accessible School Bus	\$62,112.03

- 3.18 Approval for the Purchase of One (1) 24 Passenger School Bus-Type B – approve the purchase of one (1) 24 Passenger School Bus-Type B entered into on behalf of the Middlesex Regional Educational Services Commission Cooperative Pricing System #65MCESCCPS, School Bus Bid # MRESC 15/16-37.

<u>Vendor</u>	<u>Contract Title and MRESC Contract #</u>	<u>Bus Description</u>	<u>Total</u>
Wolffington Body Company, Inc.	School Bus, Bid #MRESC 15/16-37	24 Passenger School Bus- Type B	\$62,825.60

- 3.19 Approval to Provide Transportation for the Montgomery Township Recreation Department – approve to provide transportation for the Montgomery Township Recreation Department summer Rec-N-Crew program to various locations in New Jersey and Pennsylvania between June 29 – August 3 at a rate of \$45/hour.

4.0 PERSONNEL

The Superintendent recommends that the Board of Education approve the personnel agenda following discussion in Executive Session.

ANNOUNCEMENTS BY THE PRESIDENT

ADJOURNMENT