

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Skillman, New Jersey 08558

Meeting, Tuesday, March 28, 2023

6:45 p.m. Executive Session

7:30 p.m. Public Session

Montgomery Upper Middle School Media Center

AGENDA FOR REGULAR BUSINESS MEETING

2022-2023 District Goals

- Goal 1: Academic - Increase the understanding and implementation of *Universal Design for Learning*, a framework that guides the design of learning experiences to proactively meet the needs of all types of learners, in order to improve student success across all classroom settings.
- Goal 2: Equity - Increase *cultural competency* among administration, staff, and students in order to create a work and learning environment that supports diversity, equity, and inclusion.
- Goal 3: SEL - Increase staff training and implementation of research-based, trauma-informed strategies that will decrease stress, promote wellness, build resilience and create a supportive learning environment for all students, administration, and staff.
- Goal 4: Communication - Improve all methods of communication to deliver clear and transparent district messaging to all district stakeholders by leveraging social media platforms, the website, and email blasts to increase engagement with the community.

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 4, 2023 and March 23, 2023. 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, Montgomery 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.

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

ROLL CALL

EXECUTIVE SESSION

It is recommended that the Board 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, 4, and 8. Action may 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.

ROLL CALL

RECONVENE IN OPEN SESSION – 7:30 p.m.

SALUTE THE FLAG

MTSD STUDENT REPRESENTATIVE REPORT

SUPERINTENDENT'S REPORT/PRESENTATIONS

- BOE Training on Harassment, Intimidation, or Bullying

NEW BUSINESS FROM BOARD/PUBLIC

The Board of Education welcomes and encourages input from the public. Members of the public are allotted one opportunity to bring any new business to the Board for up to a maximum of three (3) minutes per speaker. All comments or questions must be directed to the board president.

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 and board employees and to avoid any potential liability on the part of the speaker, the board discourages references to specific individuals. While directing your comments or questions to the board president, please understand

that the public comment portions of the meeting are not structured as question and answer sessions but rather are offered as opportunities for you to share your thoughts with the board. 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 with the school district. However, responses may be provided at the end of this session. There are times when comments and questions will require additional fact gathering before a response is provided.

COMMITTEE/REPRESENTATIVE REPORTS

Representative Reports

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

Board Committee Reports

- Assessment, Curriculum and Instruction Committee (ACI)
- Equity Committee (EC)
- Operations, Facilities and Finance Committee (OFF)
- Policy and Communications Committee (PCC)
- Human Resource Committee (HRC)
- Officers' Report

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

1. February 28, 2023 Executive Session Meeting
2. February 28, 2023 Business Meeting

CORRESPONDENCE TO THE BOARD – List of correspondence to the Board:

1. Email dated 2/22/23 from G. Zayova regarding OPRA
2. Email dated 2/22/23 from C. Whaley regarding Announcing Whitsons New Regional VP
3. Email dated 3/1/23 from J. Boulos regarding Policy Review Request
4. Email dated 3/2/23 from G. Zayova regarding OPRA – Rubinstein Jan 2017 emails
5. Email dated 3/2/23 from J. Church regarding OPRA request
6. Email dated 3/2/23 from C. Horn regarding OPRA request
7. Email dated 3/6/23 from G. Zayova regarding Bias Conduct of Board President
8. Email dated 3/8/23 from J. and G. Boulos regarding Policy Review Request
9. Email dated 3/8/23 from M. McLoughlin regarding Policy Review Request
10. Email dated 3/8/23 from J. and G. Boulos regarding Policy Review Request
11. Email dated 3/15/23 from C. Horn regarding Collaboration
12. Email dated 3/15/23 from C. Horn regarding Tax Decrease, No Staff Cuts Proposed in Hillsborough
13. Email dated 3/15/23 from T. Venanzi regarding Tax Decrease, No Staff Cuts Proposed in Hillsborough
14. Email dated 3/20/23 from G. Zayova regarding BOE President Attendance of Functions
15. Email dated 3/20/23 from G. Zayova regarding OPRA Request
16. Email dated 3/20/23 from J. Church regarding South Africa Trip Travel
17. Email dated 3/21/23 from M. McLoughlin regarding South Africa Trip Travel

PUBLIC COMMENTS

Members of the public are allotted one opportunity to address the Board regarding the **Action Agenda** for up to a maximum of three (3) minutes during this period of the meeting. All comments or questions must be directed to the board president. 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.

ACTION AGENDA

1.0 ADMINISTRATIVE

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

- 1.1 Routine Monthly Reports – Accept the following reports:
 - a. Student Control Report
 - b. Fire/Security Drill Report
 - c. Harassment, Intimidation and Bullying (HIB) Report

- 1.2 Comprehensive Equity Plan (CEP) Extension – Statement of Assurance 2023-2024 - Approve the submission of the Statement of Assurance for the Comprehensive Equity Plan to extend implementation of the current CEP for one year for the 2023-2024 school year.

- 1.3 Comprehensive Equity Plan 2024 -2027 - Approve the Affirmative Action Team to conduct the Needs Assessment and develop a Comprehensive Equity Plan for 2024-2027.

- 1.4 Policy First Reading - Accept the following policies and regulations as a first reading:

5200	Attendance
5200R	Attendance
8140	Student Enrollments
8140R	Enrollment Accounting
8330	Student Records
8330R	Student Records

2.0 CURRICULUM & INSTRUCTION

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

- 2.1 Out-of-District Tuition Student - Accept Student # 109278 for Ninth Grade at Montgomery High School at the Board-approved tuition rate for the 2023-2024 school year.

- 2.2 Out-of-District Tuition Student – Accept Student #104849 for Eighth Grade at Montgomery Upper Middle School at the Board-approved tuition rate for the 2023-2024 school year.

- 2.3 Consultant Approvals: 2022-2023 - Approve the following consultants for the 2022-2023 School Year:

CONSULTANT NAME/VENDOR	SERVICES PROVIDED	RATES OF SERVICE
Prime Healthcare – St. Clare’s LLC	Medical Bedside Instruction	\$55.00/hour
GOMO Educational Services	Provide two (2) days of professional development for school administrators on Cultural Competence. To be completed by April 30, 2023.	\$15,000.00 <i>To be funded through ESEA Title II</i>

- 2.4 MHS Robotics Team Field Trip Approval - Approve the field trip for the MHS Robotics Team to participate in the FIRST Robotics World Championship competition in Houston, Texas, from April 18, 2023, through April 23, 2023, at no cost to the district, pending qualification.
- 2.5 Donation – Accept the donation of a Bell Kit Instrument from Ms. Dawn Tidona to be utilized by the Montgomery Lower Middle School Band Program.
- 2.6 Program of Studies: UMS – Approve the Montgomery Upper Middle School Program of Studies for the 2023-2024 school year.

3.0 OPERATIONS, FACILITIES AND FINANCE

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

3.1 Acceptance of the Financial Reports

WHEREAS, N.J.A.C. 6A:23A-16.10 requires the Board Secretary and the Board of Education of the Montgomery School District to certify that no budgetary line item account has been over-expended and that the sufficient funds are available to meet the District’s financial obligation, and

WHEREAS, N.J.A.C. 6A:23A-16.10 further requires the Board of Education of the Montgomery Township School District receive and accept the monthly financial statement, the Board Secretary’s and Treasurer’s Reports; and

WHEREAS, the Board Secretary’s and Treasurer’s Reports for the month ending February 28, 2023 are presented for the Board to accept and are on file in the Office of the School Business Administrator;

NOW THEREFORE BE IT RESOLVED, the Board of Education of the Montgomery Township School District acknowledges receipt of and accepts the Board Secretary’s and Treasurer’s Reports for the month ending February 28, 2023; and

BE IT FURTHER RESOLVED, that the Board Secretary and the Board of Education certifies that no budgetary line item account has been over-expended and that there are sufficient funds available to meet the District's financial obligation.

3.2 Approval of Transfers

WHEREAS, N.J.A.C. 6A:23A-16.10-(c)1 states that a report shall be presented to the Board showing all transfers between line item accounts for each line item account shown on the budget prepared in accordance with N.J.S.A. 18A:22-8; and

WHEREAS, Board Policy 6422 designates the Superintendent of Schools to approve transfers as necessary between meetings of the Board and be reported to the Board, ratified and duly recorded in the minutes at a subsequent Board meeting; and

WHEREAS, transfers were necessary to maintain the needs of the district and are on file in the Office of the School Business Administrator,

NOW THEREFORE BE IT RESOLVED, that the Montgomery Township Board of Education ratifies and approves the transfers through February 28, 2023 within the 2022-2023 school year budget, as approved by the Superintendent, so that no budgetary line item account has been over-expended and that sufficient funds would be available to meet the district's financial obligations, as requested by various district;

BE IT FURTHER RESOLVED, this resolution shall take effect immediately, and the Montgomery Township Board of Education authorizes the Superintendent, Board President and School Business Administrator to sign any documents on behalf of the Montgomery Board of Education with regards to exercising the intent of this resolution.

3.3 Approval of Bill List Fiscal Year 2023

WHEREAS, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provides Board of Educations to make payments on claims for goods received and services rendered payable to the order of the person entitled to receive the amount after approval by the board; or in accordance with payrolls duly certified; or debt service or when provided by resolution approval by a person designated by the board; and

WHEREAS, a list of bills dated March 28, 2023 is being presented to the board with the recommendation that they be ratified and paid respectively; and

WHEREAS, each claim or demand has been fully itemized, verified and audited as required by law in accordance with N.J.S.A. 18A:19-2;

NOW THEREFORE BE IT RESOLVED, that the Montgomery Township Board of Education approves the list of bills for payment in the grand sum of \$9,854,091.57 and

General Account	\$9,670,238.10
Food Service Account	\$ 183,853.47
TOTAL	\$9,854,091.57

BE IT FURTHER RESOLVED, the list of bills is on file in the Office of the School Business Administrator, and

BE IT FURTHER RESOLVED, that the Montgomery Township Board of Education authorizes the School Business Administrator to pay bills if it is determined that a need arises prior to the next board meeting in accordance with Board Policy 6470 – Payment of Claims.

3.4 Travel Reimbursement – 2022-2023 and 2023-2024 – Approve the Board member and/or staff conference and travel expenses as per the travel reimbursement list dated 3/28/23.

3.5 Acceptance of FY2022 Audit Annual Comprehensive Financial Report (ACFR) – Approve the following resolution:

WHEREAS, the Montgomery Township Board of Education engaged the firm Suplee, Clooney & Company to conduct a yearly audit of the District’s financial reports; and

WHEREAS, the firm audited these records for the 2021-2022 school year; and

WHEREAS, the auditor has submitted a full report of the audit to the Board; and

WHEREAS, no recommendations were reported;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Township of Montgomery, does hereby accept and place on file the 2021-2022 Annual Audit Report of the records and report of examination of the financial statements for the year ending June 30, 2022, as submitted by the firm Suplee, Clooney & Company;

BE IT FURTHER RESOLVED, that the Board Secretary be directed to file the necessary reports with the New Jersey State Department of Education.

3.6 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:

Zelda Spence-Wallace	President
Mary E. McLoughlin	Superintendent
Gary L. Ottmann	Interim Board Secretary

In the event the President is unable to sign, Victoria Franco-Herman, First 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.

3.7 Donation Acceptance – Accept the donation of \$1,500.00 from MICRO Manufacturing Solutions for Life to Montgomery High School Robotics Team 1403.

3.8 Chapters 192/193 Funding 2022-2023 – Approve additional funding under the provisions of Chapters 192/193, Nonpublic Auxiliary and Handicapped Services, in the amount of \$372.00 for the 2022-2023 school year to be allocated as follows:

	<u>Additional Funding</u>	<u>Year-to-Date</u>
Chapter 192 Compensatory Education	\$ 0.00	\$ 1,977.00
Chapter 192 E.S.L	<u>\$ 0.00</u>	<u>\$ 3,007.00</u>
Chapter 192 Total	\$ 0.00	\$ 4,984.00
Chapter 193 Initial Exam and Classification	\$ 0.00	\$10,609.00
Chapter 193 Annual Exam and Classification	\$ 0.00	\$ 380.00
Chapter 193 Corrective Speech	\$ 372.00	\$ 6,138.00
Chapter 193 Supplementary Instruction	<u>\$ 0.00</u>	<u>\$ 4,130.00</u>
Chapter 193 Total	\$ 372.00	\$21,257.00
Grand Total		\$26,241.00

3.9 Renewal of Bus Routes – Approve the renewal of Bid B23-14, multi-contract KTT23 to Montgomery HS, Montgomery Upper MS, Montgomery Lower MS, and Orchard Hill Elementary School for the 2023-2024 school year to Krapf School Bus-NJN, as follows:

Triple	Route #	2022-2023 Cost	Increase	2023-2024 Cost	Mileage +/-
TT24	23H	29,340.00	1,719.32	31,059.32	1.25
	9UM	29,340.00	1,719.32	31,059.32	1.25
	10R	29,340.00	1,719.32	31,059.32	1.25
TT11	25H	29,340.00	1,719.32	31,059.32	1.25
	4LM	29,340.00	1,719.32	31,059.32	1.25
	9R	29,340.00	1,719.32	31,059.32	1.25

- 3.10 Renewal of Bus Routes – Approve the renewal of Bid B19-07, multi-contract RTT19 to Montgomery HS, Montgomery Lower MS, and Orchard Hill Elementary School for the 2023-2024 school year to Krapf School Bus-NJN, Inc. as follows:

Triple	Route #	2022-2023 Cost	Increase	2023-2024 Cost	Mileage +/-
TT7	11H	29,271.61	1,715.32	30,986.93	1.95
	17LM	27,516.61	1,612.47	29,129.08	1.95
	3R	25,147.36	1,473.64	26,621.00	1.95
TT8	14H	29,271.61	1,715.32	30,986.93	1.95
	13LM	27,516.61	1,612.47	29,129.08	1.95
	8R	25,147.36	1,473.64	26,621.00	1.95
TT9	15H	29,271.61	1,715.32	30,986.93	1.95
	7LM	27,516.61	1,612.47	29,129.08	1.95
	7R	25,147.36	1,473.64	26,621.00	1.95

- 3.11 Receipt/Award of Bid – Refuse Removal for the Montgomery Township Board of Education (Bid #B24-01) – Bids were received on March 21, 2023 for refuse removal for the Montgomery Township Board of Education as follows:

<u>Vendor</u>	<u>Amount</u>
Republic Services	\$73,000.00

It is recommended that the Board of Education award Bid B24-01 for refuse removal as follows:

<u>Vendor</u>	<u>Amount</u>
Republic Services	\$73,000.00

- 3.12 Approval for the Purchase of (442) Student Chromebooks for 5th - 8th Grade One-to-One Program – Approve the purchase of 442 student Chromebooks entered into on behalf of Sourcewell National Cooperative as follows:

<u>Vendor</u>	<u>Contract name #</u>	<u>Amount</u>
Staples Technology Solutions Chicago, IL	Office/Commercial Supplies Sourcewell 0-12320-SCC	\$119,967.64

- 3.13 Approval for the Repair/Repaving of MHS Bus Lot Area and South Entrance of MHS – approve the 2” milling, repair/repaving of the Montgomery High School bus lot area (6,000 sq. yards) and south entrance (2,200 sq. yards) entered in behalf of the Morris County Cooperative Pricing Council, MCCPC Randolph, NJ as follows:

<u>Vendor</u>	<u>Contract #</u>	<u>Amount</u>
Schifano Construction Corp. Middlesex, NJ	MCCPC contract # 6 Road resurfacing	Not to Exceed \$152,030.00

- 3.14 Receipt/Award of Bid – District Fire Alarm Testing, Maintenance and Repair for the Montgomery Township Board of Education (Bid #24-02) – Bids were received on March 23, 2023 for District Fire Alarm Testing, Maintenance and Repair for the Montgomery Township Board of Education as follows;

*No Bids were received on Thursday, March 23, 2023 for B24-02,
District Fire Alarm Testing, Maintenance and Repair*

4.0 PERSONNEL

The Superintendent recommends that the Board of Education approve Personnel Resolutions which may include: Resignations/Retirements, Leaves of Absence, Appointments of Staff, Transfers Voluntary/Involuntary, Appointments Funded ESSER Grant, Appointments Funded by ESEA Grant, Appointments of Mentor Teachers, Appointments of SOAR, Appointments of Substitutes, Appointments of Visual and Performing Arts, Tuition Reimbursement, Appointments of Co-Curricular, Appointments of Extra Curricular Activities, and Other.

ANNOUNCEMENTS BY THE PRESIDENT

ADJOURNMENT