

Minutes of the Public Board of Education meeting held on January 16, 2013 at the Monroe Township High School.

The meeting was called to order by Board President Kathy Kolupanowich at 7:00 p.m.

ATTENDANCE

BOARD MEMBERS PRESENT

Ms. Kathy Kolupanowich, Board President
Mr. Ira Tessler, Vice President
Mr. Marvin Braverman
Mr. Ken Chiarella
Mr. Lew Kaufman
Mr. Doug Poye
Mr. Anthony Prezioso
Mr. Lou Masters

BOARD MEMBERS ABSENT

Ms. Amy Antelis

JAMESBURG BOARD MEMBER REPRESENTATIVE PRESENT

Mr. Robert Czarneski

STUDENT BOARD MEMBERS PRESENT

Mr. Eneri S. Patel
Ms. Francesca Speranza

STUDENT BOARD MEMBERS ABSENT

None

STAFF PRESENT

Dr. Kenneth R. Hamilton, Superintendent of Schools
Mr. Michael C. Gorski, CPA, Business Administrator/Board Secretary
Dr. Jeff Gorman, Assistant Superintendent of Schools

MEMBERS OF THE PUBLIC – 52

After the Pledge of Allegiance and roll call, the Board President read the following statement:

In accordance with the provisions of the New Jersey Open Public Meetings Law, the Monroe Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted January 11, 2013:

1. At all Schools,
2. Home News Tribune,
3. Cranbury Press, and
4. Filed with the Clerk of the Municipality.

STUDENT BOARD MEMBER REPORT

Ms. Speranza spoke about the following upcoming events at Monroe Township High School: DECA meeting, Band Concert, school closing due to Martin Luther King Day and College Night for seniors at the end of the month.

PUBLIC FORUM

Joe Castelluccio – 20 Ashley Court congratulated Mr. Poye and Mr. Prezioso on their election to the Board of Education and asked they remember who elected them and to spend money wisely with the community in mind.

Robert Roche – 18 Muirfield Blvd. – asked the cost of the new club at the high school being approved on page 11 Item G and Ms. Kolupanowich explained at this time there was no cost and it was added that after a year if there was still interest in the new club it would then only cost the stipend of the advisor. Next Mr. Roche asked for an explanation of the sidebar agreement referenced in Item H and Dr. Hamilton stated that it is related to clubs already in place and the stipend amounts had been revisited at the request of the Association based on additional time and responsibilities of the advisor.

Michele Arminio – 9 Nathaniel Street asked in terms of stipends if they can go to anyone or just association members. Dr. Hamilton responded that with few exceptions stipends go to members of the Association and explained the stipend is a calculation of additional rate of compensation for duties above and beyond normal duties. Ms. Arminio asked where in the budget would one find stipends and Mr. Gorski explained that it is under salaries but there is no account or sub account specifically for stipends but that in total they are a fraction of one percent on an \$86 million dollar budget.

Tom Nothstein – 15 Nathaniel Street under board action Item C, what is the cost and purpose of the field trips being approved and Dr. Gorman explained there isn't a specified overall cost for each event as some are tied to academics, others to sports, some subsidized by PTAs/PTOs, some don't require transportation as parents supply or pay for it. It was further added that for approximately 20 field trips being approved the total cost was \$6,744 with the bulk of the expense for charter buses to Cherry Hill for the DECA National Competition. Then Mr. Nothstein asked for an elaboration as related to the PSEG improvements and the cost of our 20%. Mr. Gorski explained that we receive a number of grants and the PSEG grant is one that they got from the federal government to come in and install energy efficient fixtures in the schools and school

facilities at no upfront cost to the District but a portion of the cost (our 20%) will appear on the monthly bills, however, the cost savings from the energy efficient fixtures will more than outweigh the cost and is expected to save about \$18,000 per year.

Nelson Chen – 4 Ashley Court asked what the recapture period is for the PSEG improvements and Mr. Gorski explained it will be over the next several months and then the District will save about \$18,000 per year. Next, Mr. Chen asked the type of courses and costs involved in the staff professional development and Dr. Hamilton explained it's a very lengthy list which could be OPRA'd and that varies by teacher/requestor but that most are at no cost while others cost between \$92 and \$2900 and that they are reviewed thoroughly before being placed on the agenda. Then Mr. Chen asked about the expense for police services at events; what the events were and what the costs were for the past year and Mr. Gorski responded the police are for sporting events basically and that we reimburse the township for the police costs. Finally, Mr. Chen asked for an explanation as to the Circus Minimus event and Dr. Hamilton explained it's an annual cultural event and funded in part by an MEF grant (\$2,000) and part is budgeted (\$3,500) annually.

Joanne Cardone – Gravel Hill Spotswood Road spoke about the DECA competition at Middlesex County College last week and that Monroe had about 52 finalists which is about 49% of those who competed will be going to the DECA National Competition in Cherry Hill trip which is the end of February. She hopes the Board will continue to cover the expenses for this trip.

REVISED PUBLIC MEETING SCHEDULE

Ms. Kolupanowich stated that due to a change in date of receipt of state funding it was necessary to revise the meeting schedule. A motion was made by Mr. Chiarella and seconded by Mr. Kaufman that the Revised Public Meeting Schedule be approved. Roll Call - 9 - 0. Motion Carried.

SUPERINTENDENT'S REPORT/RECOMMENDATIONS

Dr. Hamilton stated that district administration in conjunction with the police department has finished their security study and that once a written report is completed recommendations will be released. Dr. Hamilton then stated that February 14th will by Mayoral proclamation be named Monroe Cares Day to benefit victims of Hurricane Sandy through donations from each school.

ENROLLMENT

HOME INSTRUCTION

FIRE/LOCKDOWN DRILLS – all schools except for lockdown missing at High School

PERSONNEL

A motion was made by Mr. Chiarella and seconded by Mr. Tessler that Personnel Items (A - T) be approved by consent roll call. Mr. Poye asked why on Item Q there was additional time being given to bus drivers and Dr. Hamilton responded it was mostly to cover absenteeism. Then Mr. Poye asked on Item R what the IAQ coordinator does in each school and Dr. Hamilton explained they act as liaison between staff, the board and administration for up to ten hours a month if there are issues related to indoor air quality and duties are done after their contractual day. Mr. Tessler

asked for an explanation as to why the new position in Item S is being created and Dr. Hamilton explained it is a one-on-one special education paraprofessional. Roll Call – 9 – 0. Motion Carried with Mr. Poye and Mr. Prezioso voting no on Item R. The vote included the Jamesburg Board Member Representative where appropriate. A copy of the Personnel Section of the Superintendent's Report is attached to the official set of minutes.

BOARD ACTION

A motion was made by Mr. Chiarella and seconded by Mr. Masters that Board Action items (A – H) be approved by consent roll call. Mr. Poye asked if under the suspension report students suspended for theft or drugs it is reported to the police and that if there is vandalism then is restitution made to the District and Dr. Hamilton responded yes to both. Mr. Prezioso asked on Item B if administration was also included and if completion of development courses meant a change in pay scale and Dr. Hamilton responded yes it included administration but that in this case there was no impact on pay. Roll Call – 9 – 0. Motion Carried with Mr. Kaufman recusing on Item H and Mr. Prezioso voting no on Items B, G & H. The vote included the Jamesburg Board Member Representative where appropriate. A copy of the Board Action Section of the Superintendent's Report is attached to the official set of minutes.

BUSINESS ADMINISTRATOR'S REPORT/RECOMMENDATIONS

A motion was made by Mr. Chiarella and seconded by Mr. Masters that Board Action Items (A – K) be approved by consent roll call. Roll Call – 9 – 0 with Mr. Poye and Ms. Kolupanowich recusing on Item K. The vote included the Jamesburg Board Member Representative where appropriate. A copy of the Board Action section of the Business Administrator's Report is attached to the official set of minutes.

BOARD PRESIDENT'S REPORT

Ms. Kolupanowich stated that Committees have been formed and that Chairs of each committee will be scheduling meetings. She stated that all committees except for Personnel are open to the public. She added that there is an upcoming free forum on Saturday provided by the NJSBA as related to safety and security for school districts and that it is open to parents, staff, board members and general public.

COMMITTEE REPORTS - None

OTHER BOARD OF EDUCATION BUSINESS

Mr. Tessler encouraged Board members to talk to children and grandchildren to learn of things that may be happening in the school. He stated that the High School Drama Club put on a great performance with a murder mystery comedy, the Monroe Township cheerleaders kicked off their competition season in both Howell and Jackson and took first place in regional and were grand champs (highest scoring team of all teams that competed). Finally he read the Code of Ethics as a public service and asked that it be put on the District website.

Mr. Chiarella stated that he is the liaison to the Recreation Board and that they met on Monday and there are a lot of programs they sponsor. Then Mr. Chiarella stated that he is on the historic preservation commission for the township and that on February 24th the township will be celebrating its 175th birthday and he feels that local history should be fostered and asked that space be designated in schools for displays and Dr. Hamilton stated it will be coordinated with Mr. Mele.

Mr. Masters added to Mr. Tessler's comments as to the wonderful things our students do and recollected that the band and cheerleaders brought pizzas to those helping to clean up after the flooding in the township to those families in need.

Dr. Hamilton stated that officially today law suits were filed against Jamesburg for interest monies due to the District.

Mr. Czarneski brought information regarding a state ruling on public hearings and stated that Jamesburg gives an approximate time to the public as to the anticipated length of the closed session and keeps the public updated if it goes longer than projected. Mr. Czarneski then made a motion which was seconded by Mr. Prezioso to provide an estimate of how long the closed session might be. Roll Call – 7-1-1 with Mr. Braverman voting no and Mr. Poye abstaining

CLOSED SESSION – RESOLUTION

CLOSED SESSION

A motion was made by Mr. Chiarella and seconded by Mr. Kaufman that members of the Board of Education go into Closed Session, in accordance with Sunshine Law, Chapter 231 of the Public Laws of 1975(N.J.S.A. 10:4-6 through 10:4-21), to discuss the following subject(s):

Student Matters: Harassment, Intimidation and Bullying

Incident No	Date	School	Offender no.
14	1/4/2013	Oak Tree	87944
15	1/7/2013	MTMS	82470

The discussion conducted in closed session can be disclosed to the public at such time as the matters have been resolved.

Motion Carried.

Adjourned to Closed Session at 7:53 p.m.

Returned to Public Meeting at 8:06 p.m.

PUBLIC FORUM

Nelson Chen – 4 Ashley Court stated that the township gives the impression that they are trying to keep from raising taxes and the board should be more cognizant of this fact when planning the budget because if taxes keep going up then no one will be able to afford to live in Monroe.

Gary Busman – 7 Monarch Road suggested that the high school library might be closed and students use the township library which would alleviate the position of librarian.

Leah Gross – Valencia Drive asked why the closed session can't be done before the meeting or after the meeting is over and it was explained that legally it must be done during the meeting.

MaryAnn Sullivan – 12 Chablis Court asked where it stands on Senate Bill 2307 and Mr. Gorski stated he'd spoken to Senator Greenstein and that it is being introduced to the education committee and that the entire community needs to do a letter writing campaign. Ms. Sullivan added that in PRCs there are monthly fees and that if people move out or are foreclosed these fees are picked up by others living in the PRCs and further if people move out or are foreclosed it will be a real hardship to the township.

Guy DelRe - Ashley Court stated that when planning the budget for next year it be kept in mind that state aid may not increase and that the 2013/14 budget should be planned with that in mind. Mr. Gorski responded that the budget is usually done figuring flat on state aid.

Robert Roche – 18 Yorkfield Blvd. stated that a couple years ago he suggested having a public forum both before and after the closed session and wondered if the board would reconsider that idea. Mr. Roche added that he understands that the township is working diligently to keep the tax rate the same and he knows the board directed Dr. Hamilton and Mr. Gorski to go to CAP and he'd like the Board to reconsider that as well. Ms. Kolupanowich stated that on December 19th a special meeting was held and based on reasons given it was decided by the board to go to CAP; such things being 235 additional students, needed roof repairs, leases and bringing busing in-house.

Joe Castelluccio – 20 Ashley Court stated that the US government admitted to 5% waste in budget and he feels that the board of education should look more closely and could probably find 5-10% waste. He added that when residents appeal their real estate taxes and win then the rest of the resident's taxes increase to compensate for the lost monies.

Michele Arminio – 9 Nathaniel Street asked if the IAQ coordinators submit a report when they submit their hours and Dr. Hamilton responded that they do. She then asked why it cannot be reported directly to the head custodian, principal or facilities director and that it should be reevaluated to see if the position can be eliminated. Next Ms. Arminio asked what was done in closed session and Ms. Kolupanowich responded that nothing was decided on that needed to be voted on. Finally, Ms. Arminio stated that the administration always goes to the maximum allowable CAP, but that doesn't mean that it is the right thing to do.

Guy DelRe - Ashley Court stated that in regard to the 235 new students this should be offset by new people moving into the township both into single family homes and the senior community. Mr. Gorski explained that tax rateables have dropped \$149 million over the past two years and what this means for last year is that for an average home tax increase of \$149 that \$100 of this is due to the decrease in rateables.

MaryAnn Sullivan – 12 Chablis Court stated that if the federal government decides to shut down then social security checks will not be on time nor will pensions and this will be a real hardship to those seniors.

Raj Purswani – 6 Mitchell Drive asked if you only had 90% of the monies that is budgeted now and you were mandated to educate the children what would be done. Mr. Gorski responded that each principal is asked to produce a budget and justify it and that if there were no increase in students, mandates to replace busses, roof and other repairs needed then possibly the budget could be decreased. Then Mr. Purswani asked why all salaries can't be cut by 10% and Ms. Kolupanowich responded that the teachers' salaries are contractual and was negotiated a year and a half ago with the union over a ten month period. He then asked if the board of education negotiated the contract in the best interest of the residents of the township and Mr. Chiarella stated he was on the on the committee and believes it was well negotiated. Mr. Gorski explained that there was no dollar impact on the 2%, 2% and 2.5% increase the union was given as this was offset by their givebacks. Dr. Hamilton added that the average Monroe teacher's salary is about \$60,000 which is not the highest in Middlesex County.

Stuart Block – 17 Vineyard Court asked about the reserve fund and its use and Mr. Gorski explained that in the past excess funds could be put in a maintenance reserve but that in 2008 it was taken away by the state. Mr. Gorski explained that Monroe had a capital reserve which has been severely depleted when renovating Applegarth School and that capital reserves could be increased through allocation by budgeting or under-spending what is budgeted.

Mirah Riben - 16D James Buchanan Drive asked that when planning the budget the District cut back wherever possible "as you would in your own budget".

Paul Freitas – 4 Loreli Way asked Dr. Hamilton if the safety report that he'll be getting from the police will be shared with the public and he responded that until he sees the report and what is in it he cannot say whether he'll be able to share it with the public.

Nelson Chen – 4 Ashley Court stated that over the past twenty minutes the public has been begging and asking for the board to look closely and make cuts where possible however, the board has not given any feedback regarding this and asked if the board would commit to looking at the waste and cutting the budget where possible. Dr. Hamilton stated that the board has already started this in the budget defense rounds and that there is \$2.5 to \$2.75 million dollars that will have to be cut just to accommodate the new students which will cost over \$4 million dollars.

Board Member, Mr. Kaufman stated that it's interesting and should be pointed out that people are now coming to ask the board to make cuts to the budget, however, previously late run buses were cut to save money and then parents came out to ask that they be put back. Although it went back to the Finance Committee they refused to reinstate the buses due to the costs involved and parents are still coming in asking that they reconsider. They are going to look into a Pay to Ride system for next year.

Board President Kathy Kolupanowich then reviewed other items that have been cut from the budget over the past two years; removal of 71 of 89 portable classrooms, removal of all late run buses except for basic skills and TAG, cutting zero per transportation, cutting SLD paras, five bus runs consolidated, keyboarding position and benefits eliminated, ten general education paras eliminated, energy rate reductions, new Monroe Township Middle School staff cut from budget, health insurance claims reductions, cut a mechanic and benefits position, Saturday Academy, six custodial positions cut, permanent substitutes and benefits cut out, pensionable substitutes eliminated, and reduced staff development all which combine for a three million dollar cut. Also,

District cost savings initiatives such as insurance opt-out, carrier change, refunding the 2002 bonds, refunding the 2003 bonds, entered a purchasing consortium, the Applegarth asbestos remediation project savings due to waiting until the winter to do it, using asphalt rather than metal on the Brookside roof saved money, application of high school bond surplus against taxes, ACES energy consortium, transportation jointures save money, VOIP savings from Verizon, sidebar for two less expensive health plan that was negotiated with the union, grant tuition re-allocations instead of salaries, banking, RFP and change of primary relationship, autistic and down syndrome in-house programs brought in-house, and renegotiated health insurance rates. All the aforementioned equals \$9,850,000 for a total of almost \$13,000,000 in savings and cuts implemented over the past two years and this will continue to be looked at and cuts made wherever possible.

Joe Castelluccio – 20 Ashley Court stated that although the budget then went down about 10 percent, that home taxes increased about 40% and added that the District needs to look at ways to bring in revenues such as sponsors for uniforms and signs on buses.

Mary Ann Lester – 44 Avenue Y asked how much we've spent in legal fees so far as related to Jamesburg tuition situation and she was told she should put in an OPRA request for this information. Next, she stated that at the October meeting there was a list of 124 capital projects totaling eight million dollars and which it was stated that State debt service might be available and she wanted to know if on completed projects has any aid been received and Mr. Gorski explained that what was presented in October was a 5 year long range facility plan, monies have been received for the high school and other projects but the State will no longer be helping to fund projects. Lastly, she asked on teachers' contracts how much pension liabilities have been accumulated for vacation and sick time and Mr. Gorski explained that this number is available in the CAFR and is a total number reflecting the liability if everyone eligible to retire, did retire. He also stated that \$176,000 was spent last year as an estimate for what might come due in the coming year.

NEXT PUBLIC MEETING

Ms. Kolupanowich stated that the next public meeting of the Monroe Township Board of Education will convene at 7:00 p.m. on Wednesday, February 13, 2013.

ADJOURNMENT

A motion was made by Mr. Masters and seconded by Mr. Chiarella that the meeting be adjourned. Motion Carried Unanimously. The public meeting adjourned at 9:12 p.m.

Respectfully submitted,

MICHAEL C. GORSKI, CPA
BOARD SECRETARY/BUSINESS ADMINISTRATOR

MONROE TOWNSHIP BOARD OF EDUCATION

**423 Buckelew Avenue
Monroe Township, New Jersey 08831
(732) 521-1500
Fax (732) 521-1628**

MICHAEL C. GORSKI

Business Administrator/

Board Secretary

Vision Statement

“The Monroe Township Board of Education commits itself to all children by preparing them to reach their full potential and to function in a global society through a preeminent education.”

Mission Statement

“The Monroe Public Schools, in collaboration with the members of the community, shall ensure that all children receive an exemplary education by well trained, committed staff in a safe and orderly environment.”

AGENDA

PUBLIC MEETING

WEDNESDAY JANUARY 16, 2013

7:00 P.M.

HIGH SCHOOL

(PLEASE TURN OFF ALL CELL PHONES AND PAGERS DURING THE MEETING)

(Recording Board Meetings)**

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. ROLL CALL:

BOARD MEMBERS

Ms. Kathy Kolupanowich, Board President
Mr. Ira Tessler, Board Vice President
Ms. Amy Antelis
Mr. Marvin I. Braverman
Mr. Ken Chiarella
Mr. Lew Kaufman
Mr. Louis C. Masters
Mr. Doug Poye
Mr. Anthony Prezioso

JAMESBURG BOARD MEMBER REPRESENTATIVE

Mr. Robert Czarneski

STUDENT BOARD MEMBERS

Aneri S. Patel
Francesca Speranza

4. STATEMENT (BOARD PRESIDENT)

In accordance with the provisions of the New Jersey Open Public Meetings Law, the Monroe Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted January 11, 2013:

1. At all Schools,
2. Home News Tribune,
3. Cranbury Press, and
4. Filed with the Clerk of the Municipality.

5. STUDENT BOARD MEMBERS REPORT

6. PUBLIC FORUM *

7. REVISED PUBLIC MEETING SCHEDULE

8. SUPERINTENDENT'S REPORT/RECOMMENDATIONSI. **Enrollment**

	<u>12/21/12</u>	<u>11/30/12</u>	<u>Difference</u>	<u>12/31/11</u>	<u>Difference</u>
Applegarth School	285	283	+2		+285
Barclay Brook School	438	440	-2	451	- 13
Brookside School	539	541	-2	530	+ 9
Mill Lake School	431	430	+1	437	- 6
MTMS	1389	1387	+2	1388	+ 1
Oak Tree	572	573	-1	818	-246
Woodland School	518	521	-3	520	- 2
Monroe High School	<u>1893</u>	<u>1897</u>	<u>-4</u>	<u>1761</u>	<u>+132</u>
Total Elementary & Secondary	6065	6072	-7	5905	+160

I. Enrollment (Cont'd)

<u>School</u>	<u>Monroe</u>			<u>Jamesburg</u>		
	<u>Nov.</u>	<u>Dec.</u>	<u>Difference</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Difference</u>
Academy Learning Center	9	9		1	1	
Bridge Academy	1	1				
Cambridge	1	1				
Center School	1	1				
Center for Lifelong Learn	1	1				
Childrens Center of Monm.	2	2		1	1	
Collier	1	1				
CPC Upper	3	2	Minus 1			
East Mountain	2	1	Minus 1	2	2	
Eden	3	3		1	1	
Harbor School	1	1				
Hawkswood School	1	1				
JFK Johnson Rehab Inst.*	1	1		1	1	
KIVA	0	0				
Lakeview School	1	1				
New Roads Parlin	3	3				
New Roads Somerset	1	1				
Mercer Elementary	1	1				
Mercer High School	2	2				
Mercer Cty Reg. Day	0	0				
Middlesex County Acad.	1	1		1	1	
Midland	0	0		1	1	
Millstone WW/Plainsboro	1	1				
Morris Union Jointure DCL	1	1				
Newgrange School	1	1				
Nuview Academy	1	1				
Princeton Child Develop Inst.	1	1				
Rugby	1	1		1	1	
School for Hidden Intellig.	1	1				
Schroth School	1	1				
Search Day Program	1	1				
UMDNJ	2	3	Plus 1	1	1	
Total	47	46		10	10	

II. Home Instruction

No.	School	Grade	Reason	Home Instructor	Date Started	Date Ended
85161	BES	3	Med.	The Children's Hospital	9/5/2012	
79109	MTMS	6	CST	Schnitzer, Faughnan	9/5/2012	
80901	MTHS	9	Med.	Olszewski, Price, Granett, Feminella, Ed. Svc. Commission	9/27/2012	
78774	MTHS	10	504	Ed. Svc. Commission, Schnitzer, Drust, Romano	10/10/2012	
77903	MTHS	11	Med.	Kudrak, Pepe, Wall	10/3/2012	
78178	MTHS	11	Med.	Simmonds, Hardt, Harris, Drust, Beachum, Rose	10/5/2012	
81034	MTHS	10	SUS	Duane, Mazur, Lyons, Pepe	10/10/2012	
88067	MTHS	10	Med.	Ed. Svc. Commission, Rose, Hardt, Fennessy, Drust, Schnitzer, Morolda	10/10/2012	
85729	OOD	12	CST	Ed. Svc. Commission	10/10/2012	
78140	MTHS	10	504	Snagusky, Drust, Dougherty, Minter, Mazur	10/12/2012	
87717	MTHS	9	Med.	Education Inc.	11/14/2012	
85099	MTHS	12	Med.	Vogtman, Ballard, Rose, Beachum	11/14/2012	
82377	MTHS	11	CST	Rose, Morolda, MacKenzie, Deedy, Hardt	11/28/2012	
81034	MTHS	10	CST	Toolboom, Duane, Mazur, Lyons, Coccia, Ballard	11/28/2012	
81240	MTHS	9	504	Pepe, Feminella, Gold, Hardt, Hoffman	12/4/2012	
83689	BES	4	Med.	Bertini	12/4/2012	
88108	OTS	2	CST	Sadik, Marinelli, Barry	12/5/2012	
78137	MTHS	10	Med.	Education Inc.	12/5/2012	
86628	MTHS	10	Med.	Ed. Svc. Commission, Weinstein, Lyons, DiMeola, Morolda, Quest	12/7/2012	
85806	MTHS	10	Med.	Lobello, Parker, Wall, MacKenzie, Driscoll	12/10/2012	
50657	MTHS	12	Med.	Fennessy, Kwitkowski	12/10/2012	
82089	MTMS	7	Med.	Kirchner, Firestine, Consiglio, Muschla, Ostroski	12/19/2012	
86647	MTHS	10	Med.	UMDNJ	12/29/2012	

III. Fire Drills/Security Drills

Applegarth School-----	December 4, 2012
Barclay Brook School -----	December 3, 2012
Brookside School -----	December 3, 2012
Mill Lake School -----	December 4, 2012
Monroe Middle School-----	December 5, 2012
Oak Tree School -----	December 6, 2012
Woodland School -----	December 3, 2012
Monroe High School -----	December 14, 2012

Security Drills

Applegarth School-----	December 14, 2012
Barclay Brook School-----	December 14, 2012
Brookside School -----	December 11, 2012
Mill Lake School -----	December 10, 2012
Monroe Middle School-----	December 19, 2012
Oak Tree School -----	December 13, 2012
Woodland School -----	December 20, 2012
Monroe High School -----	December 20, 2012

IV. Personnel

- A. It is recommended that the Board accept the resignation, due to retirement, of **Mr. Donald Miller**, Mechanic in the Transportation Department, effective February 1, 2013.
- B. It is recommended that the Board accept the resignation, due to retirement, of **Ms. Barbara LaRue**, Bus Driver in the Transportation Department, effective February 1, 2013.
- C. It is recommended that the Board accept the resignation of **Mr. Matthew Olszewski**, as the Boy's Assistant Tennis Coach at the High School, effective January 16, 2013.
- D. It is recommended that the Board rescind the contract of **Ms. Concetta Class**, paraprofessional at the Middle School, effective January 9, 2013.
- E. It is recommended that the Board rescind the contract of **Ms. Rebecca Shield**, paraprofessional at the Middle School, effective January 2, 2013.
- F. It is recommended that the Board approve the return to work of **Mr. Frank Ferguson**, custodian at the High School, effective January 14, 2013.

- G. It is recommended that the Board approve an unpaid leave of absence to **Ms. Mary Jo Caputo-Giancola**, Speech and Language Specialist at the Middle School, effective April 22, 2013 through April 26, 2013. Ms. Giancola will utilize three personal days and the two remaining days will be unpaid.
- H. It is recommended that the Board approve an extended medical leave of absence to **Mr. Wayne Modzelewski**, Head Mechanic in the Transportation Department, retroactive to January 8, 2013 pending further action of the Board. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Mr. Modzelewski may be entitled.
- I. It is recommended that the Board approve a maternity leave of absence to **Ms. Melissa Schwartz**, teacher of Social Studies at the High School, effective February 16, 2013 through June 30, 2013 in accordance with Article 17, Paragraph B.1 in the collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2011 through June 30, 2014. Ms. Schwartz's unpaid days will be counted against her entitlement to unpaid leave pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. and the New Jersey Family Leave Act, UN.J.S.A. 34:11B-1 et seq. as appropriate.
- J. It is recommended that the Board approve a maternity leave of absence to **Ms. Jaclyn Abruzzese Lithgow**, teacher of Social Studies at the High School, effective March 13, 2013 through June 30, 2013 in accordance with Article 17, Paragraph B.1 in the collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2011 through June 30, 2014. Ms. Lithgow's unpaid days will be counted against her entitlement to unpaid leave pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. and the New Jersey Family Leave Act, UN.J.S.A. 34:11B-1 et seq. as appropriate.
- K. It is recommended that the Board approve an extended maternity leave of absence to **Ms. Maryse Naman**, Social Worker at the High School, effective February 4, 2013 through March 18, 2013 in accordance with Article 17, Paragraph B.1 in the collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2011 through June 30, 2014. Ms. Naman's unpaid days will be counted against her entitlement to unpaid leave pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. and the New Jersey Family Leave Act, UN.J.S.A. 34:11B-1 et seq. as appropriate.
- L. It is recommended that the Board approve a medical leave of absence to **Ms. Brigitte Fleming**, teacher of grade 2 at Oak Tree School, effective January 10, 2013 through February 7, 2013 in accordance with Article 17, Paragraph B.2 in the collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2011 through June 30, 2014. Ms. Fleming's unpaid days will be counted against her entitlement to unpaid leave pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. and the New Jersey Family Leave Act, UN.J.S.A. 34:11B-1 et seq. as appropriate.

- M. It is recommended that the Board approve a medical leave of absence to **Ms. Victoria Trent**, teacher of grade 5 at Woodland School, retroactive to December 3, 2012 through December 21, 2012 in accordance with Article 17, Paragraph B.2 in the collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2011 through June 30, 2014. Ms. Trent's unpaid days will be counted against her entitlement to unpaid leave pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. and the New Jersey Family Leave Act, UN.J.S.A. 34:11B-1 et seq., as appropriate.
- N. It is recommended that the Board approve a medical leave of absence to **Mr. Robert Learn**, Bus Driver in the Transportation Dept., retroactive to December 17, 2012 through December 21, 2012 in accordance with Article 17, Paragraph B.2 in the collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2011 through June 30, 2014. Mr. Learn's unpaid days will be counted against his entitlement to unpaid leave pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. and the New Jersey Family Leave Act, UN.J.S.A. 34:11B-1 et seq., as appropriate.
- O. It is recommended that the Board approve the following Pit Band personnel for the 7th and 8th grade play at the Middle School on March 14, 15, and 16 for the stipend of \$600 each:

Chris Ciarariello	reeds
James Capes	bass
Janet Kaufman	flute
Yale Snyder	percussion

- P. It is recommended that the Board approve the following certificated personnel (on a rotational basis) for the Math Assistance Center Program at MTMS at the corrected salary of \$77.56 a session for 16 sessions:

Laurie Pike	Kristie Zimmerman
Laurie Budrewicz	Catherine Puc
Melissa Lordi	Erin Muschla-Berry
Jeanne Czapkowski	Ashley Coppola
Patricia Vangorden	

- Q. It is recommended that the Board approve the modification in the following bus driver's hours effective January 1, 2013 to June 30, 2013:

Dan Baviello	6	6.5	Early HS and Late BB/BS
Kathy Beyrouty	6	6.5	Early HS and Late BB/BS
Sandra Chong	6	6.5	OT/AP
Craig Corey	6	6.5	OT/AP
Janet Grabowski	6	6.5	OT/AP
Sharon Gray	6	6.5	OT/AP
Dolores Irato	6	6.5	OT/AP

Melanie Joyce	6	6.5	OT/AP
Dawn Krempecki	6	6.25	Early MS Decoding
Debbie LaGola	6	6.25	Early HS
John Lizzio	6	6.5	OT/AP
Carol Majewski	6	6.5	Early HS
Linda-Sue McGuinness	6	6.75	Early HS and Late BB/BS
Kimberly Poll	6	6.5	OT/AP
Jackie Ray	6	6.5	OT/AP
Joe Santo	6	6.5	OT/AP
Dave Schnitzer	6	6.5	OT/AP
Linda Sieczkowski	6	6.75	Early HS and OT/AP
Erik Strommen	6	6.5	OT/AP
Eleanor Walker	6	6.5	Early HS and Late BB/BS
Cheryl Walus	6	6.25	Early HS
Sue Zelickovics	6	6.75	Early HS and OT/AP

R. It is recommended that the Board approve the following certificated personnel on the following Step on guide:

Employee	School	Position	Salary Guide	Account No.	Dates	Reason for hire
Marissa Santoriello	Applegarth/ Barclay Brook	Teacher of Physical Education 50%	Step 1 BA 50% \$48,579 prorated	11-140-100-101- 000-070	12/20/12- 6/30/13	Change in start date
Dominique Walters	Mill Lake	Grade 2		11-120-100-101- 000-040	2/1/13- 6/30/13	Transfer from grade 1 (on leave)
Jessica Paparelli	Mill Lake	Grade 1	Step 1 MA \$48,579+\$3450	11-120-100-101- 000-040	2/1/13- 6/30/13	Replacement position – transfer from leave replacement
Amanda Williams	Oak Tree	After School Basic Skills	\$77.56 per session	11-230-100-101- 000-093	1/17/13- 6/30/13	
Lisa Varacallo	Brookside	After School Basic Skills	\$77.56 per session	11-230-100-101- 000-093	1/17/13- 6/30/13	
Marthieu Lokougna	MTMS	French Teacher	Step 2 MA \$48,734+\$3450	11-130-100-101- 000-080	1/7/13- 3/22/13	Change in start date
Marie McNutt	Oak Tree	IAQ Coordinator	Up to 10 hours a month at the non- instructional rate \$44.85	11-120-100-101- 000-080	1/2/13- 6/30/13	Ongoing position
Chelsea Walford	Barclay Brook	Special Ed Kindergarten	Step 1 BA \$48,579 pro rated	11-204-100- 101-000-093	1/18/13- 2/8/13	Extension of contract

Jill Kalyankar	HS	Family Consumer Science	34% additional contract	11-140-100-101-000-070	9/5/12-9/23/12	Correction – teaching two additional section
Christine Viskoki	MTMS	AVID elective class	108.5% contract AVID section	FUND20	1/16/13-6/30/13	Decrease in contract from 117%
Sherri Fatovic	MTMS	AVID elective class	108.5% contract AVID section	FUND20	1/16/13-6/30/13	Decrease in contract from 117%
Linda Magee	MTMS	AVID elective class	108.5% contract AVID section	FUND20	1/16/13-6/30/13	Decrease in contract from 117%
Cybele Posner	MTMS	AVID elective class	108.5% contract AVID section	FUND20	1/16/13-6/30/13	Decrease in contract from 117%

- S. It is recommended that the Board approve the following non-certificated personnel on the following Step on guide:

Employee	School	Position	Salary Guide	Account No.	Dates	Reason for hire
Susan Mazor	Facilities	Secretary	+ 10 year longevity \$1000	11000262100000098	Retroactive to 7/1/11	longevity
Laura Cassamassino	Mill Lake	Cafeteria Para	Step 1 Reg. \$12.50/hr for 2.0 hrs day	11-000-240-105-000-030	1/2/12-6/30/13	Correction in date of transfer
Marissa Jendras	Oak Tree	Special Education/ Resource Personal Para	Step 1 Spec. Ed. \$13.50 hr. +\$1.00 for 3.75 hrs	11-213-100-106-000-093	1/2/13-4/1/13	Extension of position
Paul Junkierski	MTHS	Custodian	\$750 salary adjustment boiler license	11-000-262-100-000-070	11/15/12-6/30/13	Salary adjustment
Nancy Sablosky	Barclay Brook	Special Ed Para	Step 1 Spec. Ed. \$13.50/hr for 3.0/day	11-213-100-106-000-093	1/17/13-6/30/13	New Position

- T. It is recommended that the Board approve the following substitutes for the 2012-2013 school year:

Certificated

Donna Hendricks	Substitute Teacher
Allison Hartman	Substitute Teacher
Shelly Feldman	Substitute Teacher
Michele Beninda	Substitute Teacher
Beverly Barry-Attidore	Substitute Teacher
Kristen Tempera	Substitute Teacher
Farrah Zaidi	Substitute Teacher
Melissa Pirigyi	Substitute Teacher
Allison Hartman	Substitute Teacher
Daniel Byrne	Substitute Athletic Trainer
Allison Hartman	Substitute Home Instructor

Non-Certificated

Melissa Pirigyi	Substitute Paraprofessional
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V. BOARD ACTION

A. Residency Contract

In accordance with Policy #5111 regarding residency contracts, it is recommended that the Board approve the enrollment of the children noted on the attached Residency Contract whose family is under contract for future residency in Monroe Township.

- B. It is recommended that the Board approve the attached list of requests for Staff Professional Development.
- C. It is recommended that the Board approve the attached list of requests for Field Trips.
- D. It is recommended that the Board approve the attached list of Student Teachers for the 2012-2013 school year.
- E. It is recommended that the Board approve the attached Student Suspension Report for the month of December 2012.
- F. It is recommended that the Board approve the attached Sports-Related Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgment Form.
- G. It is recommended that the Board approve “Table Tennis” as a new club at the High School on a volunteer basis effective January 17, 2013.

- H. It is recommended that the Board approve the attached Side Bar Agreement between the Monroe Township Board of Education and the Monroe Township Education Association.

9. BUSINESS ADMINISTRATOR'S REPORT/RECOMMENDATIONS

BOARD ACTION

A. BILL LIST

It is recommended that the bills totaling \$8,058,084.05 December 2012 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance Committee and certified by the Board Secretary.

B. BILL LIST -- NEW HIGH SCHOOL (BOND SERIES 2008)

It is recommended that the bills totaling \$84,693.46 for December 2012 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance Committee and certified by the Board Secretary.

C. SECRETARY'S FINANCIAL & CASH REPORT

In accordance with N.J.A.C. 6A:23-2-11(c) 4, Be It Resolved that the Board of Education hereby certifies that it is in receipt of the Financial Reports for December 2012, which indicates that no major accounts or funds have been over expended and that sufficient funds are available to meet the district's financial obligations for the fiscal year in accordance with N.J.A.C. 6A:23-2-11(b). In accordance with N.J.A.C. 6A:23-2-11(c) 3, Be It Further Resolved that the Board Secretary certifies that the December 2012 Secretary's Report indicates that no line item account has encumbrances and expenditures which in total exceed the line item appropriation in accordance with N.J.A.C. 6A:23-2-11(a).

D. TRANSFER #6

It is recommended that members of the Board of Education approve Transfer #6 as presented for Fiscal Year 2012/13. A copy is attached hereto.

E. BI-ANNUAL REPORTS

In accordance with N.J.A.C. 6A:23-2.11(c)4, it is recommended that members of the Board of Education approve the Board Secretary's and Treasurer's Summary Reports for the six months ending December 31, 2012.

F. PROFESSIONAL APPOINTMENTS

1. It is recommended that members of the Board of Education approve the Township of Monroe, Department of Police to provide special police services at various school functions for calendar year 2013. The fee for these special police services is approximately \$94.00 per hour or a greater amount per hour on a holiday of \$126.00 per hour.

G. PSE&G RESOLUTION

It is recommended that members of the Board of Education authorize Michael C. Gorski, CPA, Business Administrator/Board Secretary and Purchasing Agent to enter into a contract agreement with PSE&G under the *Direct Install Program* for government facilities for energy efficiency upgrades at Barclay Brook School, Brookside School, Central Administration & Transportation Buildings and Mill Lake Annex as detailed in the attached analysis. 80% of the cost of construction will be borne fully by PSE&G and the remaining 20% will be paid by the Monroe Township Board of Education under a 24 month interest free loan and will be billed against the monthly utility bill and completely offset by the energy efficiency savings.

H. CODE OF ETHICS

It is recommended that members of the Monroe Township Board of Education acknowledge receipt of and acceptance of the New Jersey School Boards Association Code of Ethics.

I. ENGAGEMENT AGREEMENT

It is recommended that members of the Monroe Township Board of Education approve the Engagement Agreement between Kevin O'Keefe, d/b/a Circus Minimus and the Monroe Township Board of Education. Please refer to the attached Engagement Agreement for supplemental information.

J. E-RATE FUNDING

It is recommended that members of the Monroe Township Board of Education authorize On-Tech Consulting, Inc. to manage the E-Rate process for the 2013-2014 funding year. Please refer to attachment for supplemental information.

K. TRAVEL EXPENDITURE RESOLUTION

WHEREAS, the Monroe Township Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, the Board of Education has determined that the training and informational programs sponsored by New Jersey School Boards Association (NJSBA) and set forth below are directly related to and within the scope of board members' and employees duties; and

WHEREAS, the Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of the listed job title's current responsibilities and the board's professional development plan; and

WHEREAS, the Board of Education has determined that participation in the NJSBA training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and

WHEREAS, the Board of Education has determined that the school district travel expenditures to NJSBA programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the Federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and

WHEREAS, the Board of Education finds that a mileage reimbursement rate equal to that of the State of New Jersey mileage reimbursement rate is a reasonable rate; and

WHEREAS, the Board of Education has determined that participation in the NJSBA training and informational programs are in compliance with the District policy on travel; therefore be it

RESOLVED, that the Board of Education hereby approves the attendance of the listed number of school board members and district employees at the listed NJSBA training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

RESOLVED, that the Monroe Township Board of Education authorizes in advance, as required by statute, attendance at the following NJSBA training programs and informational events:

Board Members	Date of Travel	Program/Event	Mileage/Tolls Reimbursement*	Fee
Kathy Kolupanowich	January 18, 2013	Safety Forum	\$40.00	No Cost for NJSBA Members
Doug Poye	January 18, 2013	Safety Forum	\$40.00	No Cost for NJSBA Members
Doug Poye	February 2, 2013	New Board Member Orientation – Mountain Lakes	\$80.00	No Cost for NJSBA Members

*Approximation of tolls and mileage.

The above action authorizes the Business Administrator to sign and administer contracts and/or purchase orders.

MICHAEL C. GORSKI

Prepared by

January 16, 2013

Meeting Date

10. BOARD PRESIDENT'S REPORT

11. COMMITTEE REPORTS

12. OTHER BOARD OF EDUCATION BUSINESS

13. CLOSED SESSION RESOLUTION

Be It Resolved, that the Board of Education of the Township of Monroe hereby moves to go into Closed Session, in accordance with Sunshine Law, Chapter 231 of the Public Laws of 1975(N.J.S.A. 10:4-6 through 10:4-21), to discuss the following subject(s):

Student Matters: Harassment, Intimidation and Bullying

Incident No	Date	School	Offender no.
14	1/4/2013	Oak Tree	87944
15	1/7/2013	MTMS	82470

The discussion conducted in closed session can be disclosed to the public at such time as the matters have been resolved.

14. PUBLIC FORUM *

15. NEXT SCHEDULED PUBLIC BOARD OF EDUCATION MEETING - ORGANIZATION MEETING WEDNESDAY, FEBRUARY 13, 2013 – 7:00 PM - AT THE HIGH SCHOOL

16. ADJOURNMENT

* Public discussion is confined to this portion of the agenda unless permission is granted by the Board President prior to the start of the meeting or when the Board is considering a special

agenda item that the Board deems appropriate for public participation. Anyone wishing to address the Board is requested to stand and state his/her name and address.

****** Any member of the public may record the proceedings of a public meeting of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.

The Board will permit the use of tape recorder(s), still or movie camera(s), or videotape camera(s) only when notice of such intended use has been given to the Board Secretary one day in advance of the meeting. No more than three camera(s) may be in use at any time, and any camera must be operated in an inconspicuous location in the meeting room.

The presiding officer shall determine when any recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed.