

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

ATTENDANCE

BOARD MEMBERS PRESENT

Ms. Michele Arminio  
Mr. Marvin Braverman  
Ms. Jill DeMaio  
Mr. Lew Kaufman  
Ms. Kathy Kolupanowich  
Mr. Thomas Nothstein  
Ms. Dawn Quarino  
Mr. Steven Riback  
Mr. Frank Russo

JAMESBURG BOARD MEMBER REPRESENTATIVE ABSENT

Mr. Paul Rutsky

STAFF PRESENT

Dr. Michael G. Kozak, Superintendent of Schools  
Dr. Dori Alvich, Assistant Superintendent of Schools  
Mr. Michael C. Gorski, Business Administrator/Board Secretary

STUDENT BOARD MEMBER REPRESENTATIVES PRESENT

Mr. Syed Ateeb Jamal  
Ms. Stefani Scalisi

MEMBERS OF THE PUBLIC - 28

After the Pledge of Allegiance and roll call, the Board Secretary 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 December 9, 2016:

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

STUDENT BOARD MEMBERS' REPORT

Mr. Jamal reported that the Marching Band returned from their trip to Hawaii and had a wonderful experience. Mr. Jamal further reported that the Science National Honor Society will be hosting an Alumni Stem Panel event next Thursday.

Ms. Stefani Scalisi reported that the MTHS FBLA will be hosting a Family Karaoke Night this Friday and the Drama Club Cabaret Night will be held on Monday, December 19<sup>th</sup>.

PRESENTATION OF THE 2015-2016 COMPREHENSIVE ANNUAL FINANCIAL REPORT

Board President Riback introduced Mr. Gerard Stankiewicz of the auditing firm of Samuel Klein and Company. Mr. Stankiewicz stated that the Board received the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance for fiscal year ending June 30, 2016. Mr. Stankiewicz gave a very thorough review of the CAFR and Management Report and discussed the internal control systems in place in the district. Mr. Stankiewicz explained that the audit is a year-long event during which samples are taken from several areas including payroll, minutes, accounts payable, food service operation, capital projects, student activity funds, grant activity to ensure compliance, and bank reconciliations to ensure that they agree with the general ledger. Lastly, Mr. Stankiewicz stated that there were no recommendations and that the audit was an unmodified clean opinion.

Mr. Riback thanked Mr. Stankiewicz, Mr. Gorski and the business office for all their efforts with keeping the district on track.

Ms. DeMaio inquired what percentage of transactions were sampled. Mr. Stankiewicz responded a little more than 5%, additionally ten to twenty million dollars' worth of expenses were examined. Ms. DeMaio inquired if that was the standard amount of for auditing. Mr. Stankiewicz responded that is above the industry standard. Mr. Russo inquired if there was anything that the district could be doing better. Mr. Stankiewicz responded just continue to make sure that the business office is properly staffed. Next, Mr. Russo inquired if the ten million in debt service is appropriate for the district's budget. Mr. Stankiewicz responded that the district is well within its allowable borrowing capacity. Mr. Nothstein thanked Mr. Stankiewicz and stated that as chair of the finance committee he performs a mini audit on a monthly basis and thanked Ms. Laura Allen, Accounting Supervisor, Mr. Gorski and business office staff for the level of detail they provide and all of their efforts to obtain another unmodified audit. Mr. Nothstein inquired if it would it be possible to place the CAFR on the district website. Mr. Gorski responded that he could post both reports on the website and if any member of the public would like either report they should contact him and he will email them. Mr. Gorski stated that the reports indicate that all transactions are accounted for properly; are spent within accordance of the Budget; and are safe- guarded through exceptional internal controls. Mr. Gorski thanked the Board of Education for providing the resources necessary to ensure an effective business office, Ms. Laura Allen and the business office staff for their efforts in being responsible for an unmodified opinion.

A motion was made by Mr. Nothstein and seconded by Mr. Kaufman to approve the following resolution by consent roll call:

It is recommended that the members of the Monroe Township Board of Education accept and approve the Comprehensive Annual Financial Report and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance, and hereby approve and authorize the submission of the required Corrective Action Plan (C.A.P.) to the County Office indicating that there are no recommendations for fiscal year ending June 30, 2016. Roll call 9-0-0-0-1. Motion carried.

PRESENTATION OF PLAQUES TO BOARD MEMBERS LEW KAUFMAN AND TOM NOTHSTEIN

Mr. Riback, Mr. Gorski, Dr. Alvich and Dr. Kozak presented plaques to Mr. Nothstein and Mr. Kaufman and thanked each of them for their dedicated service to the district.

Mr. Riback thanked Mr. Kaufman for giving fifteen years to the community while serving a board of education member.

Mr. Riback thanked Board Vice President Tom Nothstein for his invaluable service to the district the past three years.

COMMITTEE REPORTS

Mr. Lew Kaufman, Chairperson of the Curriculum Committee, reported that the committee met earlier this evening and reviewed the following documents:

Algebra 1 A/B; AP Computer Science Principles; Rhythmic Dance; IEC Club/Program; a presentation/update on Performance Matters; and the committee received a presentation of the proposed Innovative Elective Club/Course which the committee has requested more information.

Mr. Tom Nothstein, Chairperson of the Finance Committee, reported that the committee met last week for a residency hearing, which the Board will be discussing in closed session this evening. Mr. Nothstein added that the committee also met on December 12, 2016 where they were presented with the Comprehensive Annual Financial Report, and Auditor's Management Report.

Ms. Jill DeMaio, Chairperson of the Personnel Committee, stated that the committee met on December 13<sup>th</sup>, due to confidentiality Ms. DeMaio could not elaborate further.

Mr. Riback updated the Board and public on the referendum plan, stating that Brinkerhoff Environmental Associates completed the first phase of the wetlands mapping at Church Road, the information has been transmitted to the project architect for evaluation on the feasibility of buildings on the site. Mr. Riback further stated that the endangered species habitat assessment is ongoing. The preliminary report indicates that two schools can be built on this site. However the land has not been transferred to the township therefore, following the directive from the Board administration has been actively engaged in looking for alternate sites including sites outside the district.

Ms. Arminio, Chairperson of the Policy Committee, stated that at the request of some board members the committee had a discussion on the nepotism policy Bylaw 144 which extends the time frame to 18 months for some additional employees. Ms. Arminio stated that because of the substantive changes the policy is listed as a first reading for this evening.

Mr. Riback specified that the following procedures should be followed:

- A.) Speakers should state their name and residence.
- B.) Statements should not exceed three minutes.

C.) All statements should be directed to him and questions should not be directed to individual members of the board. Likewise board members should not comment to speakers during the public session.

D.) Speakers state all their questions and they will be answered, followed up on or the Board will receive their statement.

#### PUBLIC FORUM –

Chrissy Skurbe 21 Preakness Drive – stated that she attend the BG&T meeting last evening where Dr. Kozak mentioned considering moving the 6<sup>th</sup> grade back to the elementary schools, and asked if he could elaborate on how that will work and inquired if he considered the curriculum impact and needs for each of those schools. Dr. Kozak responded that was only one of the options being considered and until it is a definitive plan the details of such have not been discussed yet. Ms. Skurbe inquired what the plan is for utilizing trailers at the middle and high school next year. Dr. Kozak responded that the plan wouldn't be to add them next year but possibly the year after. Ms. Skurbe also spoke in regards to the new IE Club/Course and the town council agreement to transfer the Church Road land to the district.

Stephen Manfre 12 Belmont Court - inquired if Dr. Kozak and the mayor discussed any other available land within the township that the township may be willing to give the district; what further steps need to be taken that makes the report preliminary at this time; and when the wood turtle study be completed. Dr. Kozak reported that they are considering all parcels of land whether privately or by the township. Lastly, Dr. Kozak stated that the report is not finalized yet but Mr. Riback wanted to provide an update that is why the study was reported as preliminary at this time and the wood turtle study is not completed yet.

Andy Paluri 16 St. James Street - thanked Mr. Nothstein and Mr. Kaufman for their service to the township. Mr. Paluri inquired if the study performed by Edwards Engineering will be available for public review and how far beyond Monroe is the search for land. Mr. Riback responded that when the report from Brinkerhoff is received it can be placed on the district website. Mr. Riback stated that it is a fair assessment that the site is okay to move forward. Mr. Gorski responded that there would be transportation challenges in building schools outside of the township, and as directed by the Board administration is exploring the 65 acres.

Prakash Parab 33 Dayna Drive - inquired how Monroe's curriculum compares to other NJ schools and are if Monroe students being accepted into good universities. Dr. Kozak responded that Monroe's students do well based on standardize testing and have been accepted into some excellent universities.

Ravi Mallampalli 16 Louise Lane - spoke in support of the newly proposed IE Club/Course.

#### SUPERINTENDENT'S REPORT/RECOMMENDATIONS

##### PERSONNEL

A motion was made by Mr. Nothstein and seconded by Ms. Arminio that Personnel Items A – BB be approved by consent roll call. Roll Call 9-0-0-0-1. Motion carried with Mr. Braverman voting No on Item X - STEM Planning Committee. 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. Nothstein and seconded by Ms. Arminio that Board Action Items A – P be approved by consent roll call. Roll call 9-0-0-0-1 Motion carried with Mr. Kaufman recusing and Mr. Braverman, Ms. DeMaio, and Ms. Kolupanowich voting No on item O – Bylaw 0142.1 Nepotism; and Mr. Braverman voting No on Item M – Art Applications. 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. Nothstein and seconded by Mr. Riback that Board Action Items A – K be approved by consent roll call. Roll Call 9-0-0-0-1. Motion carried. 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

Mr. Riback stated that it is an incredible honor for our marching band to have been chosen to represent New Jersey. Mr. Riback thanked the dedicated parents and staff who helped them achieve this, adding that these students are wonderful examples for the younger children to follow.

Mr. Riback thanked the members of the Board for working together this past year and helping towards making his responsibility as president a more positive experience.

### OTHER BOARD OF EDUCATION BUSINESS

Ms. Kolupanowich thanked Mr. Nothstein and Mr. Kaufman for their years of service to the Board.

Mr. Russo thanked both Mr. Nothstein and Mr. Kaufman and stated that they will both be missed for their knowledge and sense of humor they brought to the Board.

Ms. Arminio thanked Mr. Kaufman and Mr. Nothstein for their service to the district. Ms. Arminio added that Mr. Nothstein brought dignity, respect, fairness and decency to the Board; and his service included a lot of work and self-sacrificing, during which he always had the best interest of the children in mind, even if it was to his own detriment. Ms. Arminio added that it is an honor to know him personally and to have worked together as fellow board members. Ms. Arminio further stated that the district is losing an extraordinary man.

Mr. Kaufman stated that the new program curriculum is looking at is very exciting and cautioned the Board to make sure it is done right before it is launched.

Mr. Kaufman thanked his family for putting up with the enormous amount of time that he has spent while serving the Board and the community members for their continuous support with their votes over the years.

Mr. Nothstein echoed Mr. Kaufman’s statement and thanked Mr. Kaufman for his quality leadership adding that it was an honor to be able to serve with him. Mr. Nothstein stated that he appreciated the short time he served on the Board and thanked administration and staff, adding

that he learned so much and was able to see the hard work that it takes in running a school district as efficiently as is done. Additionally, he thanked his fellow board members, especially Ms. Arminio for her inspiration that led him to this position.

PUBLIC FORUM -

Patty Lang 74 Macfarlane Circle - thanked the Board for the presentation on the audit. Ms. Lang stressed that informing and explaining to the public of where the numbers go and what is going on is so important. Ms. Lang expressed that in the future the Board needs to do a better job of explaining the plans and actions that are going on so residents can have a better understanding.

Timothy Verasca 7 Collins Avenue - stressed his concerns for the safety of his child and the other students in his child's class. Mr. Verasca requested that the Board look into the situation and why those actions are not being addressed. Mr. Riback responded that Mr. Verasca's comments will not go unheard.

Prakash Parab 33 Dayna Drive – congratulated the marching band on the selection to represent New Jersey. Mr. Parab inquired what the ranking of the high school was compared to last year. Dr. Kozak responded that there are many different types of rankings. Dr. Kozak said that as far as standardized testing goes Monroe compares very well, the question should be can we do better and that answer would be yes, adding that the road to success is always under construction.

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):

- Harassment, Intimidation and Bullying
- Student Residency Matters
- Personnel Matter

The discussion conducted in closed session can be disclosed to the public at such time as the need for confidentiality no longer exists.

A motion was made by Mr. Nothstein and seconded by Ms. Kolupanowich that the members of the Board of Education go into closed session. Motion carried with Ms. Arminio abstaining.

Mr. Braverman and Ms. Quarino excused themselves from the meeting.

Adjourned to Closed Session at 9:05 p.m.  
Returned to Public Meeting at 9:54 p.m.

A motion was made by Mr. Nothstein and seconded by Ms. Arminio that the Board approve the following resolution by roll call:

It is recommended that the Board of Education approve the suspension with pay of employee no. 006553 retroactive to December 5, 2016, pending further action by the Board. The Superintendent and the Business Administrator/Board Secretary are hereby authorized and directed to take all necessary steps to implement this action of the Board of Education. Roll call 5-0-1-1-3. Motion carried with Mr. Kaufman abstaining and Mr. Russo recusing.

A motion was made by Mr. Riback and seconded by Ms. Arminio that the Board approve the following resolution by roll call:

WHEREAS, the Administration has applied to the Monroe Township Board of Education for a determination that student #86478 and student #86477 are not entitled to a free education in the Monroe Township Public Schools; and

WHEREAS, the Board's Finance Committee held a hearing on December 7, 2016, pursuant to N.J.A.C. 6A:22-4.3(e), to determine the students' eligibility for a free education in the Monroe Township Public Schools; and

WHEREAS, on that date, the father of the students attended the hearing and presented evidence on the students' behalf; and

WHEREAS, the Finance Committee, after having heard and considered all of the documentary and testimonial evidence presented, recommended to the full Board that it order the removal of the students from the Monroe Township School District pursuant to N.J.A.C. 6A:22:4.3 because the students do not reside in Monroe Township.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to N.J.A.C. 6A:22:4.3, the Monroe Township Board of Education accepts the recommendation of the Finance Committee and finds that student #86478 and student #86477 are not domiciled within the Monroe Township School District and therefore, are not legally entitled to continue to attend the District's schools; and

BE IT FURTHER RESOLVED, that the Board hereby orders the removal of student #86478 and student #86477 from the District. Roll call 7-0-0-0-3. Motion carried.

PUBLIC FORUM – None

NEXT PUBLIC MEETING

Mr. Riback stated that the next public meeting of the Monroe Township Board of Education will convene at 7:00 p.m. on Wednesday, January 4, 2017.

ADJOURNMENT

A motion was made by Mr. Kaufman and seconded by Mr. Nothstein that the meeting be adjourned. Motion carried. The public meeting adjourned at 10:00 p.m.

Respectfully submitted,



Michael C. Gorski, CPA  
Business Administrator/Board Secretary

**MONROE TOWNSHIP BOARD OF EDUCATION**  
423 Buckelew Avenue  
Monroe Township, NJ 08831  
(732) 521-1500  
Fax (732) 521-1628

**MICHAEL C. GORSKI, CPA**  
**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, DECEMBER 14, 2016**  
**7:00 P.M.**  
**MONROE TOWNSHIP HIGH SCHOOL**

**(PLEASE TURN OFF ALL CELL PHONES AND PAGERS DURING THE MEETING)**  
**(Recording Board Meetings) (See Note 1 below)**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

**BOARD MEMBERS**

Ms. Michele Arminio  
Mr. Marvin Braverman  
Ms. Jill DeMaio  
Mr. Lew Kaufman  
Ms. Kathy Kolupanowich  
Mr. Thomas Nothstein  
Ms. Dawn Quarino  
Mr. Steven Riback  
Mr. Frank Russo

JAMESBURG BOARD MEMBER REPRESENTATIVE (See Note 2 below)

• Mr. Paul Rutsky

STUDENT BOARD MEMBER REPRESENTATIVES

Mr. Syed Ateeb Jamal  
Ms. Stefani Scalisi

4. 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 December 9, 2016:

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. PRESENTATION OF THE 2015-2016 COMPREHENSIVE ANNUAL FINANCIAL REPORT

7. PRESENTATION OF PLAQUES TO BOARD MEMBERS LEW KAUFMAN AND TOM NOTHSTEIN

8. COMMITTEE REPORTS

9. PUBLIC FORUM (See Note 3 below)

10. SUPERINTENDENT'S REPORT/RECOMMENDATIONS

## I. ENROLLMENT

	<u>11/30/16</u>	<u>10/31/16</u>	<u>Difference</u>	<u>11/30/15</u>	<u>Difference</u>
Applegarth School	367	366	+1	324	+43
Barclay Brook School	359	355	+4	368	- 9
Brookside School	425	426	-1	423	+ 2
Mill Lake School	603	598	+5	652	-49
MTMS	1658	1656	+2	1629	+29
Oak Tree School	683	678	+5	615	+68
Woodland School	416	417	-1	403	+13
Monroe High School	<u>2170</u>	<u>2170</u>	<u>0</u>	<u>2099</u>	<u>+71</u>
<b>Total Elementary &amp; Secondary</b>	<b>6681</b>	<b>6666</b>	<b>+15</b>	<b>6513</b>	<b>+168</b>

**I. Enrollment (cont'd)**

<b>School</b>	<b>Monroe</b>			<b>Jamesburg</b>		
	<b>Oct.</b>	<b>Nov.</b>	<b>Difference</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Difference</b>
Academy Learning Center	8	8		1	1	
Bridge Academy	1	1				
Center School	1	1				
Center for Lifelong Learn	1	1				
Childrens Center of Monm.	2	2				
Collier	3	3				
CPC High Point	2	2				
Douglass Develop. Center				1	1	
East Mountain	1	1				
Eden	3	3		1	1	
Harbor School	1	1				
Hawkswood School	1	1				
Lakeview School	2	2				
New Roads Parlin	1	1				
New Roads Somerset	1	1				
Mercer Elementary	1	1				
Mercer High School	3	3				
Morris Union Jointure DCL	1	1				
Newgrange School	4	4				
Newmark High School	1	1				
Newmark Elementary	1	1				
Princeton Child Develop Inst.	1	1				
Rugby	2	2				
School for Hidden Intellig.	1	1				
Schroth School	2	2				
Shore Center	1	1				
UMDNJ	1	1				
Willowglen Academy	1	0	Minus 1			
<b>Total</b>	<b>48</b>	<b>47</b>		<b>3</b>	<b>3</b>	

**II. HOME INSTRUCTION**

No.	School	Grade	Reason	Home Instructor	Date Started	Date Ended
91198	OTS	1	CST	Countryman, Seitz	7/1/2016	
79109	MTHS	10	CST	Countryman, Earl, G. Schnitzer	7/1/2016	
88138	OOD	12	Medical	Brookfield Educational Services	9/13/2016	
85353	MTMS	7	Medical	Murphy, Best, Sammut, Earl	9/6/2016	
82315	MTHS	10	Medical	Professional Education Services, Quindes, Olszewski, Fullen, McDonald, Feminella	9/20/2016	
89763	MTHS	11	CST	S. Wall, Rondon, Olszewski	9/15/2016	
89515	MTHS	11	Medical	Riggi, Profaci, Simmonds, Herman	9/7/2016	
88199	MTHS	12	Medical	Professional Education Services	9/28/2016	
89630	MTMS	8	Medical	Professional Education Services	9/30/2016	
85600	MTMS	7	504	M. Murphy, Booher, Freeman, A. Best	9/6/2016	
89423	MTMS	7	CST	Earl	9/6/2016	
84266	MTHS	10	504	M. Hardt, Grimaldi, Dey, Santoriello	9/6/2016	
83873	MTMS	8	Medical	C. Sidler, Zimmerman	9/12/2016	
84142	MTHS	9	CST	Feminella, Reenstra, Esteves, Ferrantelli	9/6/2016	
84074	MTHS	9	504	S. Wall, R. Parker, Feminella, K. Chanley	9/6/2016	
87954	MTMS	7	504	Siniscalachi, Parker, M. Sullivan, Sarcone, Wilensky	9/6/2016	
91557	MTHS	9	Medical	Professional Education Services	11/4/2016	
88842	MLS	K	CST	A. Torres	11/4/2016	
84165	MTHS	11	Medical	Education, Inc.	11/18/2016	
85264	MTMS	7	Medical	ESCNJ	11/16/2016	
80668	MTHS	12	Medical	R. Byrnes, Stapenski, Mascali	11/21/2016	

**III. FIRE/LOCKDOWN DRILL**

Applegarth School -----	November 2, 2016
Barclay Brook School -----	November 14, 2016
Brookside School -----	November 4, 2016
Mill Lake School -----	November 7 and 17, 2016
Monroe Middle School-----	November 2, 2016
Oak Tree School -----	November 7, 2016
Woodland School -----	November 2, 2016
Monroe High School -----	November 23, 2016

**Lockdown**

Applegarth School-----	November 21 and 3, 2016
Barclay Brook School-----	November 2, 2016
Brookside School -----	November 18, 2016
Mill Lake School -----	November 9, 2016
Monroe Middle School-----	November 16, 2016
Oak Tree School -----	November 22, 2016
Woodland School -----	November 16, 2016
Monroe High School -----	November 22, 2016

**IV. PERSONNEL (Items A through BB)**

- A. It is recommended that the Board accept the resignation, due to retirement, of **Ms. Janet Grabowski**, bus driver in the Transportation Department, effective January 1, 2017.
- B. It is recommended that the Board accept the resignation, due to retirement, of **Ms. Laurie Rubin**, paraprofessional at Brookside School, effective January 1, 2017.
- C. It is recommended that the Board accept the resignation, due to retirement, of **Ms. Diane Ostroski**, teacher of grade 1 at Oak Tree School, effective October 1, 2017.
- D. It is recommended that the Board accept the resignation, due to retirement, of **Ms. Georgine Hynes**, teacher of Language Arts at MTMS, effective June 30, 2017.
- E. It is recommended that the Board accept the resignation of **Ms. Hope Fisher**, paraprofessional at Mill Lake School, effective December 23, 2016.
- F. It is recommended that the Board accept the resignation of **Ms. Lori Villiarola**, paraprofessional at Oak Tree School, effective December 23, 2016.
- G. It is recommended that the Board accept the resignation of **Ms. Mary Howroyd**, as Assistant Spring Track Coach effective December 15, 2016.

- H. It is recommended that the Board approve a maternity leave of absence to **Ms. Jaclyn Puleio**, Math Coordinator/teacher of mathematics at the High School, effective February 16, 2017 through June 30, 2017 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, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Puleio may be entitled.
- I. It is recommended that the Board approve a medical leave of absence to **Ms. Casey Baldini**, teacher of Special Education at MTMS, retroactive to December 8, 2016 through December 19, 2016 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, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Baldini may be entitled.
- J. It is recommended that the Board approve a medical leave of absence to **Ms. Teresa Scogno**, bus driver in the Transportation Department, retroactive to November 17, 2016 through December 16, 2016 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, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Scogno may be entitled.
- K. It is recommended that the Board approve an extended medical leave of absence to **Ms. Maria Tumminello**, bus driver in the Transportation Department, effective November 28, 2016 through January 20, 2017 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, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Tumminello may be entitled.
- L. It is recommended that the Board approve an extended maternity leave of absence to **Ms. Michelle Jodon**, teacher of language arts at the High School, effective February 3, 2017 through April 3, 2017 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, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Jodon may be entitled.
- M. It is recommended that the Board approve an extended maternity leave of absence to **Ms. Elisa Varon**, Media Specialist at Oak Tree, effective February 1, 2017 through June 30, 2017 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, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Varon may be entitled.

- N. It is recommended that the Board approve an extended maternity leave of absence to **Ms. Nancy Kapcsos**, Spanish teacher at MTMS, effective January 28, 2017 through March 3, 2017 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, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Kapcsos may be entitled.
- O. It is recommended that the Board approve an extended medical leave of absence to **Ms. Marianna Cabanski**, custodian at Mill Lake School, January 8, 2017 through February 8, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Cabanski may be entitled.
- P. It is recommended that the Board approve an extended medical leave of absence to **Ms. Susan Finkelstein**, paraprofessional at the High School retroactive December 9, 2016 through December 23, 2016 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, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Finkelstein may be entitled.
- Q. It is recommended that the Board approve an unpaid leave of absence under FMLA to **Ms. Hildelisa Espinal**, teacher of Spanish at Woodland/Applegarth/Mill Lake, effective November 22, 2016 through January 30, 2017 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, 2014 through June 30, 2017. Ms. Espinal'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.
- R. It is recommended that the Board approve a change in the start date of the unpaid intermittent leave of absence under FMLA/NJFLA to **Ms. Dawn Marie Kappus**, reading specialist at Oak Tree School, effective January 17, 2017 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, 2014 through June 30, 2017. Ms. Kappus' 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.
- S. It is recommended that the Board approve an unpaid leave of absence under FMLA to **Mr. Christopher Ciarlariello**, teacher of Instructional Music at MTMS, effective January 3, 2017 through February 13, 2017 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, 2014 through June 30, 2017. Mr. Ciarlariello'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.

- T. It is recommended that the Board approve an unpaid leave of absence to **Ms. Shirley Siniscalchi**, Spanish teacher at the MTMS, effective April 20, 2017 through May 1, 2017. It is further recommended that Ms. Siniscalchi will utilize 3 personal days and the remaining 5 days will be unpaid.
- U. It is recommended that the Board approve a return to work for **Ms. Karen Chu**, security guard at Brookside School, effective December 19, 2016.
- V. It is recommended that the Board approve a return to work for **Ms. Beverly Mazza**, paraprofessional at Brookside School, effective January 5, 2017.
- W. Please approve the following staff at Mill Lake School as substitutes for the After School Basic Skills lead teacher position:

Jennifer Wirth  
Ashley Shur  
Carly Collins  
Karen Berecsky  
Sandra Cormey  
Denise Quinn  
Kathy Czizik

- X. It is recommended that the Board approve the following personnel for the STEM Planning Committee effective December 2016 through February 2017 up to 10 hours each at the non-instructional rate \$44.85:

Sarah Cummings	HS	11-140-100-101-000-070
Jeanne Czapkowski	MTMS	11-130-100-101-000-080
Benjamin Howroyd	Oak Tree	11-120-100-101-000-060
Melissa Fletcher	Mill Lake	11-120-100-101-000-040
Bryanna Kirner	Oak Tree	11-120-100-101-000-060

- Y. It is recommended that the Board of Education approve the appointment of Kristine Christie to the position of Director of Human Resources effective February 1, 2017 through June 30, 2017 at an annual salary of \$85,000, pro-rated for the remainder of the 2016-2017 school year. The Board President, the Superintendent of Schools and the Business Administrator/Board Secretary are hereby authorized and directed to take all necessary steps to implement this action by the Board of Education.

Z. It is recommended that the Board approve the following certificated staff at the following step on guide:

	Employee	School	Position	Salary Guide	Account No.	Dates	Reason for hire
1.	Jyothi Dokka	HS	Teacher of Chemistry	Step 4 MA \$49,532+ \$3,450 pro rated	11-140-100-101-000-070	On or before 2/15/17- 6/30/17	Retirement replacement tenure track
2.	Silvia Gonzalez	MTMS	Teacher of Spanish	Step 1 MA \$49,282+ \$3450 pro rated	11-130-100-101-000-080	1/3/17- 6/30/17	Transfer to resignation replacement – tenure track
3.	Rachel E. Zettell	MTMS	LDTC	Step 8A MA+30 \$63,272+ \$4350 + 120% minus 20 days pro-rated	11-000-219-104-000-093	12/21/17- 6/30/17	Change in start date
4.	Anabetsy Lavad	WL/ML/AS	Spanish teacher	Step 1 MA \$49,282+ \$3450 pro rated	11-120-100-101-000-030	12/19/16- 1/30/17 pending criminal history	Leave replacement
5.	Sarah Keane	MTMS	Art Teacher	Step 1 BA \$49,282 pro rated	11-130-100-101-000-080	12/9/16- 4/30/17	Leave replacement
6.	Megan Denehy	HS	Teacher of English	Step 1 BA 83% \$49,282 pro rated	11-140-100-101-000-070	2/3/17- 4/3/17	Leave replacement-extension of contract
7.	Amanda Docherty	MTHS	FCS teacher	134% contract	11-140-100-101-000-070	10/25/16- 1/31/17	Resignation replacement
8.	Desiree Farra	MTHS	FCS teacher	134% contract	11-140-100-101-000-070	10/25/16- 1/31/17	Resignation replacement
9.	Pamela Valvano	MTHS	FCS teacher	117% contract	11-140-100-101-000-070	10/25/16- 1/31/17	Resignation replacement

10	Margaret Dey	MTHS	FCS teacher	134% contract	11-140-100-101-000-070	10/25/16-1/31/17	Resignation replacement
11	Christine Duane	Applegarth	Afterschool Basic Skills & TAG	Substitute		12/15/16-6/30/17	Substitute
12	Sarah Keane	MTMS	Art TAG	\$116.34 session (1.5/hr)	11-130-100-101-000-080	12/12/16-4/30/17	Leave replacement
13	Adam Herman	HS	Assistant winter track coach	Volunteer		2016-2017 school year	Volunteer
14	Zach Morolda	HS	Assistant wrestling coach	Volunteer		2016-2017 school year	Volunteer
15	Danielle Mazza	Applegarth	Basic Skills and TAG substitute	\$77.56 per session	11-120-100-101-000-050	Retro to 12/6/16-5/30/17	Substitute
16	Catherine Simmons	HS	Basic Skills Language Arts	1 hr/week \$53.87	11-140-100-101-000-070	12/14/16-6/30/17	New position
17	Rachel Reenstra	HS	Basic Skills Math	1 hr/week \$53.87	11-140-100-101-000-070	12/14/16-6/30/17	New position
18	Carre Tringali	HS	Basic Skills Language Arts Substitute	1 hr/week \$53.87	11-140-100-101-000-070	12/14/16-6/30/17	Substitute
19	Michael Wall	HS	Basic Skills Math Substitute	1 hr/week \$53.87	11-140-100-101-000-070	12/14/16-6/30/17	Substitute
20	Nicole Hoblit	MTMS	Basic Skills Teacher	\$77.56 per session	11-130-100-101-000-080	12/15/16-6/21/17	Additional teacher
21	Tracy Rickert	HS	Volunteer Swim Coach	Volunteer		2016-2017 school year	Volunteer
22	Shannon Finney	Brookside	Teacher of the Handicapped	Step 1 BA \$49,282 pro rated	11-214-100-101-000-093	1/3/17-4/7/17	Leave replacement
23	Jordan Fisch	MTMS	Teacher of Music	Step 1 BA \$49,282 pro rated	11-130-100-101-000-080	1/17/17-2/24/17 pending criminal history	Leave replacement
24	Marissa Wright	Applegarth/ District	Instrumental Music	Step 1 BA \$49,282 pro rated	11-120-100-101-000-050	1/3/17-2/13/17 pending	Leave replacement

						criminal history	
25	Marion Peluso	Barclay Brook	Teacher of the Handicapped	Step 1 MA \$49,282+\$3450 pro rated	11-216-100-101-000-093	Retroactive to 11/21/16-1/31/17	Leave replacement

AA. It is recommended that the Board approve the following non certificated staff at the following rates:

	Employee	School	Position	Salary Guide	Account No.	Dates	Reason for hire
1.	Kelly Duncan	Mill Lake	Spec. Ed. Para	Step 4 Spec. Ed + toileting \$15.39+\$2.00 for 6.75/hrs	11-204-100-106-000-093	12/14/16-6/30/17	Transfer to new position
2.	Taylor Klaskin	MTMS	Spec. Ed. Para	Step 1 Spec. Ed. \$15.09 for 6.75/hrs	11-213-100-101-000-093	12/15/16-6/30/17	New position
3.	Heather Drugos	Mill Lake	Title 1 Para	Step 1 \$13.09/hr for 3.75 hrs.	20-231-100-101-000-098	12/15/16-6/21/17 pending criminal history	New position
4.	Linda Rubin	Woodland	Title 1 Para	Step 1 \$13.09/hr for 3.75 hrs.	20-231-100-101-000-098	12/15/16-6/21/17 pending criminal history	New position
5.	Cynthia Gordon-Pulsinelli	MTHS	Spec. Ed. Para	Step 1 Spec. Ed. \$15.09/hr for 6.75/hrs	11-213-100-101-000-093	12/15/16-6/30/17 pending criminal history	New position
6.	Kathy Regan	HS	Spec. Ed. Para	Step 5 Spec. Ed. \$15.82/hr	11-213-100-106-000-093	Retro to 9/27/16-6/30/17	After school activity
7.	Donna Cianchetta	HS	Spec. Ed. Para	Step 8 Spec. Ed. \$19.86/hr	11-213-100-106-000-093	Retro to 9/27/16-6/30/17	After school activity
8.	Margaret Lopez	Barclay Brook	Spec. Ed. Para	Step 1 Spec. Ed. \$15.09 for 3.75 hrs./ + \$1.00 ed. degree	11-213-100-106-000-093	11/17/16-6/30/17	Change in start date
9.	Mary Lucas	Applegarth	After School Basic Skills & TAG para	Step on guide		11/21/16-12/9/16	Leave replacement

10.	Maria Felice	Oak Tree	Para	\$70 – 15 hrs. of PD	11-190-100-106-000-060	Retro to 9/2/16-6/30/17	PD adjustment
11.	Anne Certo	HS	Spec. Ed. Para	Step 6A Spec. Ed \$17.32 for 7.0/hrs day	11-212-100-106-000-093	12/14/16-6/30/17	Increase in hours .25
12.	Kathy Antonicelli	HS	Spec. Ed. Para	Step 1 Spec. Ed. \$15.09 7.0/hrs. day	11-212-100-106-000-093	12/14/16-6/30/17	Increase in hours .25
13.	Mya Harris	Falcon Care	Asst. Group Leader	\$11.00/hr. for 3.5 hrs.	65-990-320-100-000-098	12/5/16-6/30/17	Change in start date
14.	Catherine Caccio	Mill Lake	Lunch Para	Step 1 \$13.09 2.5/hrs	11-000-262-107-000-040	12/6/16-6/30/17	Change in start date
15.	Margie Schuler	Falcon Care	Group Leader	\$13.00/hr for 3.5 hrs.	65-990-320-100-000-098	1/2/17-6/30/17	Transfer to retirement replacement

BB. It is recommended that the Board approve the following substitutes for the 2016-2017 school year:

**Certificated**

Isaiah Mason  
 Gelsomina Leuck  
 Nilda Leman  
 Leonard Baskin  
 Brittany Dove  
 Gerald Brady  
 Eric Kirstein  
 Sarah Keane

Substitute Teacher  
 Substitute Teacher  
 Substitute Teacher  
 Substitute Teacher  
 Substitute Teacher  
 Substitute Teacher  
 Substitute Teacher  
 Substitute Teacher

**Non Certificated**

Ressie Mayo  
 Robin Sherron  
 Mary Ann Penn  
 Pascale Davis  
 Gina Piro  
 Robert Tonkery  
 Richard Vingara  
 Isaiah Mason  
 Arvid Pagsanjan

Substitute Paraprofessional  
 Substitute Paraprofessional  
 Substitute Paraprofessional  
 Substitute Paraprofessional  
 Substitute Paraprofessional  
 Substitute Security  
 Substitute Security  
 Substitute Coach  
 Substitute Volunteer Coach

**V. BOARD ACTION (Items A through P) (The Jamesburg Representative is only eligible to vote on the items delineated by an asterisk (\*) in the Superintendent’s Board Action section of the Agenda pursuant to N.J.S.A. 18A:38-8.1).**

- A. It is recommended that the Board approve the previously submitted list of requests for Staff Professional Development.
- B. It is recommended that the Board approve the previously submitted list of requests for Field Trips.
- C. It is recommended that the Board approve the previously submitted list of Student Teachers for the 2016-2017 school year.
- D. It is recommended that the Board approve the previously submitted Student Suspension Report for the month of November 2016.
- E. It is recommended that the Board approve, as unanimously recommended by the Personnel Committee, the following job description:

Accounting Clerk

**F. \*SEAL OF BILITERACY PROGRAM**

It is recommended that the Board of Education approve the participation by the Monroe Township School District in the New Jersey State Seal of Biliteracy program, at no cost to the Board. This program recognizes students who are proficient in two or more languages with a seal on their high school transcript as detailed in the previously submitted materials from the New Jersey Department of Education.

- G. It is recommended that the Board approve the attendance and registration fee of \$195 for Student No. 81816 to attend the Hugh O’Brian Youth Leadership seminar at Monmouth University during a weekend in June 2017 (exact date TBD). Student is responsible for transportation.
- H. It is recommended that the Board approve the Letter of Agreement between the Monroe Township School District and Staff Development Workshops Inc. to provide training on the topic of RTI for elementary teachers on February 14 and 16, 2017 (teacher of grades K-2) and February 13 and 15, 2017 (teacher of grades 3-5) for a cost of \$1700 per day for four days for a total of \$6,800.
- I. It is recommended that the Board approve the professional development for district Media Specialists from Worlds of Making on January 23, 2017 on “Building a Culture of Innovation: Media Centers as Makerspace” for a cost of \$3,000.
- J. It is recommended that the Board approve the following student for out of district placement for the 2016-2017 school year:

Student No.	School	Start – End Date	Tuition Rate
88842	Academy Learning Center	12/5/16	\$232 per diem

K. It is recommended that the Board of Education approve the following HIB case(s):

3368

L. **2016-2017 Violence/Substance Abuse/Estimated Violence/Vandalism Costs** for the period 9/1/16-12/14/16:

<u>Date</u>	<u>School</u>	<u>Incident</u>	<u>Cost to District</u>
11/15/16	HS	theft	
11/18/16	HS	substance abuse confirmed	
11/29/16	HS	damage to property	none

M. It is recommended that the Board approve the following curriculum for approval for the 2016-2017 school year:

Art Applications

N. **NJESC Representative Term**

Pursuant to enacted legislation, P.L. 192-1989, Chapter 254, the Monroe Township Board of Education elects Dr. Michael Kozak as the resignation replacement to the Representative Assembly of the Middlesex Regional Educational Services Commission for a term from January 1, 2017 to December 31, 2017.

O. It is recommended that the Board approve the following Policy for a first reading:

Bylaw 144      Nepotism

P. It is recommended that the Board approve the following long-term substitute pay rates:

<b>Certificate</b>	<b>State Allowed</b>	<b>0- 20 work days</b>	<b>21-40 work days</b>	<b>41+ work days</b>
CE or CEAS Not in subject	Up to 20 – additional 20 upon request	\$95/day	\$150/day	
Standard Not in subject	Up to 40 days	\$95/day	\$150/day	
CE or CEAS In subject – Need Provisional to extend + need to be enrolled in mentoring	Up to 60– additional 60 upon request	\$150/day	\$246/day Per diem equivalent to Step 1 of Teachers Guide	Step and guide with benefits
Standard In subject – Not specified in regulations	Up to 60– additional 60 upon request	\$150/day	\$246/day	Step and guide with benefits

If the position is known to be longer than 40 work days, the candidate may be placed on the Step and Guide from day one.

- 11. BUSINESS ADMINISTRATOR’S REPORT/RECOMMENDATIONS (The Jamesburg Representative is only eligible to vote on the items delineated by an asterisk (\*) in the Business Administrator/Board Secretary’s Board Action section of the Agenda pursuant to N.J.S.A. 18A:38-8.1).

BOARD ACTION

A. PROFESSIONAL APPOINTMENTS

- 1. It is recommended that members of the Monroe Township Board of Education approve the previously submitted proposal from Phoenix Advisors, LLC to provide Continuing Financial Disclosure Agent Services as required by the Municipal Securities Rulemaking Board’s Electronic Municipal Market Access (EMMA) for an annual fee of \$1,000.00 for the 2016-2017 school year.
- 2. \*It is recommended that members of the Monroe Township Board of Education approve Edwards Engineering Group, Inc. to provide site development feasibility studies and conceptual design services for District owned property for the purposes of the expansion of district educational facilities at the following rates of Edwards Engineering Group, Inc.:

RATE SCHEDULE  
(07/01/16 - 07/01/17)

Principal Professional Engineer .....	\$160.00 per hour
Professional Land Surveyor .....	\$140.00 per hour
Project Manager .....	\$130.00 per hour
Professional Engineer .....	\$125.00 per hour
Engineer-In-Training .....	\$105.00 per hour
Engineering Tech .....	\$ 95.00 per hour
Field Inspector .....	\$ 85.00 per hour
Survey Field Crew (2 Man).....	\$140.00 per hour

Testimony/Attendance at Evening Meetings & Public Hearings ... \$450.00 per meeting

CAD Drawing Plotting Charges:

24"x36" Mylar .....	\$75.00 per drawing
30"x42" Mylar.....	\$80.00 per drawing

Black Line Copy Charges:

24" x 36" .....	\$5.00 per drawing
30" x 42" .....	\$7.50 per drawing

Photocopying Charges:

8-1/2" x 11" ..... \$0.25 per page  
8-1/2" x 14" ..... \$0.30 per page  
11" x 17" ..... \$0.40 per page

Overnight Mail Charges

Cost plus 10%

Miscellaneous Charges

Cost plus 20%

It is further recommended that the Board President and the Business Administrator/Board Secretary are hereby authorized and directed to take all necessary steps to implement this action by the Board of Education.

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

3. \*It is recommended that members of the Monroe Township Board of Education approve, retroactively to December 1, 2016, the previously submitted Third Amendment to Services Agreement No. NJ-15052-021813-01 between Comcast Cable Communications Management, LLC and the Board. The Board President and the Business Administrator/Board Secretary are hereby authorized and directed to take all necessary steps to implement this action by the Board of Education.

4. \*It is recommended that members of the Monroe Township Board of Education approve, retroactively to December 1, 2016, the previously submitted First Amendment to Services Agreement No. NJ-15052-011514-01 between Comcast Cable Communications Management, LLC and the Board. The Board President and the Business Administrator/Board Secretary are hereby authorized and directed to take all necessary steps to implement this action by the Board of Education.

5. It is recommended that members of the Monroe Township Board of Education approve Deanna Smith, 372 Matchaponix Road, Jamesburg, NJ 08831 as the Costume Coordinator for the MTMS 7<sup>th</sup>/8<sup>th</sup> Grade Play for a fee of \$1,000.00.

6. It is recommended that members of the Monroe Township Board of Education approve Perry Kroeger, 2 Oakdale Road, Chester, NJ 07930 as the Set Design Contractor for the MTMS 7<sup>th</sup>/8<sup>th</sup> Grade Play for a fee of \$5,000.00.

7. It is recommended that members of the Monroe Township Board of Education approve Haejung Han Hwang, 63 Flagler Street, East Brunswick, NJ 08886 as a Pianist for the following Concerts and Rehearsals in December at the specified rates:

MTMS 6 <sup>th</sup> Grade Rehearsal a.m.	\$50.00
MTMS 7 <sup>th</sup> /8 <sup>th</sup> Grade Rehearsal p.m.	\$50.00
MTMS Winter Concert (evening)	\$100.00
MTMS Winter School Concert	\$100.00

B. TRANSFER #4

It is recommended that members of the Monroe Township Board of Education approve Transfer #4 for October 31, 2016 for Fiscal Year 2016/2017 as previously submitted.

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 October 2016, 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 October 2016 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. \* BILL LIST

It is recommended that the bills totaling \$11,212,777.84 for October 2016 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance Committee and certified by the Board Secretary.

E. 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 November 2016, 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 November 2016 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).

F. \* BILL LIST

It is recommended that the bills totaling \$9,849,614.79 for November 2016 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance Committee and certified by the Board Secretary.

G. TRAVEL EXPENDITURE RESOLUTION

WHEREAS, the Monroe Township Board of Education is required pursuant to N.J.S.A. 18:11-12 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 the New Jersey School Boards Association (NJSBA) and set forth below are directly related to and with 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 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 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 with 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 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:

**New Jersey School Board Governance I Mandated Training**

Staff/Board Member	Date(s) of Travel	Transportation, Tolls & Mileage Reimbursement *(a)	Workshop Fee for NJSBA members
<b>Board Members</b>			
Patricia Lang	01/06/17-01/08/17	\$35.00	No Charge for NJSBA Members
Ken Chiarella	01/05/17	N/A Web-based training	No Charge for NJSBA Members
Michele Arminio	05/10/17	\$20.00	No Charge for NJSBA Members

H. \*CONTRACT - LEIGHTRONIX VIEBIT

It is recommended that members of the Monroe Township Board of Education authorize and approve G&G Technologies, Inc., 280 N. Midland Avenue, Building F, Suite 202, Saddle Brook, NJ 07663 to provide Web Media Hosting services through a shared services agreement with Monroe Township for a total cost of \$2,195.00, whereas the Monroe Township Board of Education's annual share will be \$1,097.50, for the period of December 1, 2016 to November 30, 2017. The rate reflects a decrease of \$378.00 from last year.

I. TRANSACTIONS

It is recommended that members of the Monroe Township Board of Education authorize Michael C. Gorski, CPA School Business Administrator/Board Secretary and Laura Allen, CPA, Accounting Supervisor to administer all cash and investment accounts specifically including the authorization to initiate inter and intra account transfers subject to the approval by the other administrator. It is further recommended that members of the Monroe Township Board of Education authorize Dyana Barnosky, Accounting Clerk; Matt Boone, Payroll Coordinator; and Linda Foertsch, Assistant Payroll Coordinator to initiate inter account transfers and intra account transfers subject to approval of Michael Gorski or Laura Allen.

J. NJSBA PERC SUBSCRIPTION AGREEMENT

It is recommended that members of the Monroe Township Board of Education approve the PERC Online Subscription Agreement between New Jersey School Boards Association (“NJSBA”) and the Monroe Township Board of Education at an annual cost of \$175.00 for access to and use of the NJSBA PERC Index. The Business Administrator/Board Secretary is hereby authorized and directed to take all necessary steps to implement this action by the Board of Education.

K. 2017/2018 PRELIMINARY BUDGET CALENDAR

It is recommended that members of the Monroe Township Board of Education approve the previously submitted 2017/2018 Preliminary Budget/School Election Calendar.

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

Michael C. Gorski, CPA

December 14, 2016

Prepared by

Meeting Date

- 12. BOARD PRESIDENT’S REPORT
- 13. OTHER BOARD OF EDUCATION BUSINESS
- 14. PUBLIC FORUM (See Note 3 below)
- 15. 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 the 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):

- Personnel Matter
- Student Residency Matters
- Harassment, Intimidation and Bullying

Following closed session, action may be taken. The discussion conducted in closed session can be disclosed to the public at such time as the need for confidentiality no longer exists.

- 16. PUBLIC FORUM (See Note 3 below)
- 17. NEXT SCHEDULED BOARD OF EDUCATION MEETING

Wednesday, January 4, 2017 7:00 p.m. Monroe Township High School

18. ADJOURNMENTNOTES

**Note 1:** 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 recorders, still or movie cameras, or videotape cameras only when notice of such intended use has been given to the Board Secretary one day in advance of the meeting. Any video recording device must be located and operated from inconspicuous locations in the meeting room as determined by the presiding officer of the meeting. The presiding officer may also limit the number of video recording devices if he/she determines the number and position of the video recording devices will be an unnecessary intrusion to the meeting. In this event, preference will be given based on the order in which prior notice requesting to record the meeting was provided to the Board Secretary.

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.

**Note 2:** The Jamesburg Representative shall be eligible to vote on only those matters specifically designated in N.J.S.A 18A:38-8.1, as follows:

- (1) Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the pupils of the sending district.
- (2) New capital construction to be utilized by sending district pupils.
- (3) Appointment, transfer or removal of teaching staff members providing services to pupils of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff; and
- (4) Addition or deletion of curricular and extracurricular programs involving pupils of the sending district.

To the extent the Jamesburg Representative inadvertently votes on any other matter, his vote shall not be counted.

**Note 3:** 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.

**\*The Jamesburg Representative is only eligible to vote on the items delineated by an asterisk in the Superintendent's and Business Administrator/Board Secretary's Board Action section of the Agenda pursuant to N.J.S.A. 18A:38-8.1.**