

MONROE TOWNSHIP BOARD OF EDUCATION
423 Buckelew Avenue
Monroe Township, New Jersey 08831
(732) 521-1500
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WAYNE HOLLIDAY
Business Administrator/
Board Secretary

AGENDA
PUBLIC MEETING
WEDNESDAY, JUNE 25, 2008
5:30 P.M.
HIGH SCHOOL

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

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

BOARD MEMBERS

Ms. Amy Antelis, Board President
Mr. Lew Kaufman, Board Vice President
Mr. Marvin I. Braverman
Mr. Ken Chiarella
Ms. Kathy Kolupanowich
Mr. John Leary
Ms. Kathy Leonard
Ms. Rita Ostrager
Mr. Ira Tessler

JAMESBURG BOARD MEMBER REPRESENTATIVE

Ms. Patrice Faraone

STUDENT BOARD MEMBERS

Ms. Melissa Bonamici
Ms. Upasana Natarajan

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 June 20, 2008:

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

5. RECOGNITION OF STUDENT BOARD MEMBER

6. RECOGNITION OF APLEGARTH STUDENTS – NATIONAL HISTORY DAY

7. 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 subjects:

1. Personnel – Employee No. 002246
2. Personnel – Employee No. 001511
3. Negotiations – MTEA ESY Program
4. Personnel – MTEA Grievances
5. Negotiations – MTEA Sidebar Middle School Coaches
6. Contract for Interim Superintendent

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

8. PUBLIC FORUM *9. APPROVAL OF MINUTES

Closed Session April 23, 2008

Special Public Meeting June 2, 2008

Special Public Meeting June 9, 2008

Closed Session June 9, 2008

10. SUPERINTENDENT'S RECOMMENDATIONS/REPORT**I. Personnel**

The Superintendent will recommend that the Board approve the personnel report following discussion in Executive Session.

V. Board Action

A. It is recommended that the Board approve the attached list of requests for Staff Professional Development.

B. It is recommended that the Board approve the revision of the following bylaws, policy and regulation:

Bylaw 144 Board Member Orientation

Bylaw 152 Board Officers

Bylaw 167 Public Participation in Board Meetings

Policy 6424 Emergency Contracts

Regulation 6424 Emergency Contracts

C. Attached is the Report of Pupil Suspensions for the Month of June 2008.

D. **2007-2008 Violence/Substance Abuse/Estimated Violence/Vandalism Costs** previously reported for the period 7/1/07 through 6/25/08\$0

<u>Date</u>	<u>School</u>	<u>Incident</u>	<u>Cost to District</u>
5-6-08	MTHS	suspected use – confirmed	
5-28-08	MTHS	suspected use – confirmed	

5-28-08	MTHS	suspected use – confirmed
5-29-08	MTHS	suspected use – confirmed

E: It is recommended that the Board approve the provision of home instruction services to a significantly medically fragile twenty-one year old disabled student. This student was not able to accept home instruction prior to this time as he was either hospitalized or restricted from receiving instruction due to illness.

11. BUSINESS ADMINISTRATOR’S RECOMMENDATIONS/REPORT

BOARD ACTION

A. BILL LIST

It is recommended that the bills totaling \$7,149,001.29 for May 2008 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance/Buildings & Grounds/Transportation Committee and certified by the Board Secretary.

B. BILL LIST – NEW HIGH SCHOOL (BOND SERIES 2004)

It is recommended that the bills totaling \$97,406.78 for May 2008 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance/Buildings & Grounds/Transportation Committee and certified by the Board Secretary.

C. BILL LIST – NEW ELEMENTARY SCHOOL (BOND SERIES 2006)

It is recommended that the bills totaling \$1,045,483.32 for May 2008 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance/Buildings & Grounds/Transportation Committee and certified by the Board Secretary.

D. BILL LIST – NEW HIGH SCHOOL ADDITIONAL COSTS (BOND SERIES 2008)

It is recommended that the bills totaling \$4,328.16 for May 2008 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance/Buildings & Grounds/Transportation 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 May 2008, 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:2.11(c)3, Be It Further Resolved that the Board Secretary certifies that the May 2008 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. TRANSFER #10

It is recommended that members of the Board of Education approve Transfer #10 as presented for fiscal year 2007/08. A copy is attached hereto.

G. TRANSFER #11

It is recommended that members of the Board of Education approve Transfer #11 as presented for fiscal year 2007/08. A copy is attached hereto.

H. PROFESSIONAL APPOINTMENTS

EXEMPT SERVICES - Awarded without competitive bidding as provided for under the provisions of the Public Schools Contracts Law:

1. It is recommended that members of the Board of Education, in accordance with the 2008/09 budget, approve a contract between the Monroe Township Board of Education and Environmental Safety Management Corp. Within the proposal, representatives from Environmental Safety Management Corp. will provide the following services:

- (1) Routine Air Quality Screening Evaluations;
- (2) Incident - Based Air Quality Assessments;
- (3) Tools for Schools Technical Support; and
- (4) PEOSHA Regulatory Compliance Assistance.

The fee for the above services is based upon a proposed one year agreement beginning July 1, 2008 through June 30, 2009 payable in 12 monthly payments of \$3,125.

2. It is recommended that members of the Board of Education approve PayServ Inc. to provide payroll and staff attendance processing services for fiscal year 2008/09 for the fees listed below:

Per Check Charge	\$ 1.30
Delivery per payroll	\$ 10.00
Agency System per payroll	\$ 75.00
Human Resources System Technical Support per payroll	\$ 47.50
Human Resources System Usage License per payroll	\$140.00
Direct Deposit per payroll	\$ 40.00
Internet Payroll	\$173.00

3. It is recommended that members of the Board of Education approve 1st Response Remediation to provide indoor air quality services, if needed.

4. It is recommended that members of the Board of Education appoint Backstage Lighting and Rigging to provide theatrical technical assistance for Performing Arts Center events for the 2008/09 fiscal years at the following rates:

Senior Technical Coordinator	\$45.00 - \$55.00/hr.
Coordinator	\$33.00 - \$45.00/hr.
Senior Assistant	\$26.00 - \$43.00/hr.

5. It is recommended that members of the Board of Education approve Public Resources, Inc. to provide arbitrage rebate calculation services regarding Bond Referendums. The approximate fee for this service is \$2,400.

6. 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 fiscal year 2008/09. The fee for these special police services is approximately \$80.00 per hour or a greater amount per hour on a holiday.

7. It is recommended that members of the Board of Education appoint Ms. Jodi Liebov as a certified speech and language specialist for the MT SEPA summer program at a rate of \$128.87 per day for approximately 25 days.

8. It is recommended that members of the Board of Education appoint Ms. Renee Schwartz to complete educational evaluations for the child study teams beginning July 1, 2008 through September 1, 2008 at a rate of \$49.85 per hour.

9. It is recommended that Members of the Board of Education appoint Elissa Ann Favata, MD of Environmental and Occupational Health Associates, PA to provide professional services relating to building-related health evaluations. The fees for services are \$275 per hour and travel time (if needed) at \$200 per hour plus reimbursable expenses.

I. CHANGE FUNDS

It is recommended that members of the Board of Education formally close for fiscal year 2007/08 the following Change Funds:

Athletics \$ 200.00
and
Cafeteria \$1,030.00

J. CHART OF ACCOUNTS

It is recommended that members of the Board of Education approve the final Chart of Accounts for 2007/08.

K. HEALTH CARE CONTRACTS

It is recommended that members of the Board of Education approve the following finalized medical, prescription, and dental health care premiums for 2007/08 as per the contract. The premiums are:

Carrier: Horizon Blue Cross Blue Shield of New Jersey Traditional –

<u>Category</u>	<u>Monthly Premiums</u>	
	<u>Single</u>	<u>Family</u>
Medical	\$413.42	\$1,064.13
Dental	\$ 31.38	\$ 97.55

Carrier: Horizon Blue Cross Blue Shield of New Jersey/HMO -

<u>Category</u>	<u>Monthly Premiums</u>	
	<u>Single</u>	<u>Family</u>
Medical	\$390.83	\$1,006.02

Carrier: Horizon Blue Cross Blue Shield of New Jersey/PPO –

<u>Category</u>	<u>Monthly Premiums</u>	
	<u>Single</u>	<u>Family</u>
Medical	\$384.49	\$989.64

Carrier: Horizon Blue Cross Blue Shield of New Jersey –

<u>Category</u>	<u>Monthly Premiums</u>	
	<u>Single</u>	<u>Family</u>
Prescription	\$136.31	\$317.23

L. PETTY CASH

It is recommended that members of the Board of Education formally close for fiscal year 2007/08 the following petty cash account:

Transportation/Maintenance \$500.00

M. SPECIAL REVENUE FUNDS

It is recommended that members of the Board of Education formally approve all grant applications and accept all 2007/08 funds for the following special revenue programs:

1. Title I, Part A: Improving Basic Programs Operated by Local Education Agencies;
2. Title II, Part A: Teacher and Principal Training and Recruiting Fund;
3. Title IV, Part A: Safe and Drug-Free Schools and Communities;
4. Title V, Part A: Innovative Programs;
5. Title II, Part D: Enhancing Education through Technology;
6. Title III, Part A: Grants and Subgrants for English Language Acquisition and Language Enhancement;
7. IDEA Part B/Basic;
8. IDEA Part B/Preschool;
9. Title I, Part A: School Improvement;
10. Middlesex County Recycling Grant;
11. Teaching American History Grant; and
12. Governor's Initiative on Autism.

N. SCHOOL LUNCH PRICES

It is recommended that members of the Board of Education approve the following prices for the 2008/09 school year:

Lunches:

High School	\$1.55
Applegarth	\$1.50
Elementary Schools	\$1.45
Student reduced	.40
Adult	\$2.25

Milk - all schools:	
White & Skim	.30
Chocolate	.35
Reduced ¹ / ₂ - day Kindergarten	.15

Please note that student lunch and milk prices have not increased for sixteen years.

O. CONTRACT - FOOD SERVICE MANAGEMENT

It is recommended that members of the Board of Education adopt the following resolution:

WHEREAS, Wayne Holliday, Board Secretary/Business Administrator, advertised on May 20, 2008 for "Food Service Proposals" and proposals were due on June 17, 2008; and

WHEREAS, the proposals were requested from Dowling Food Service Management, Gold Chef, Maschio's Food Service Inc., Nu-Way Concessionaires Inc., Whitsons School Nutrition and Pomptonian Food Service; and

WHEREAS, Pomptonian Food Service was the only food service company to submit a proposal; and

WHEREAS, Wayne Holliday, Board Secretary/Business Administrator, reviewed the proposal; and

WHEREAS, Wayne Holliday, Board Secretary/Business Administrator, has determined and is recommending that the Board of Education award a contract to Pomptonian Food Service which is in the best interest of the Monroe Township School District for the following reasons:

1. Food Quality and Brand Recognition,
2. Employee Training Program,
3. Innovative ideas to promote student lunch participation, and
4. Nutritional Awareness Programs; and

WHEREAS, Pomptonian Food Service shall receive, in addition to the costs of operation, a fee of thirty two thousand, seven hundred and fifteen dollars (\$32,715.00) to compensate the Pomptonian Food Service for administrative and management costs. This fee shall be billed in 10 monthly installments of (\$3,271.50) per month as a cost of operation. The Monroe Township Board of Education guarantees the payment of such costs and fee to Pomptonian Food Service.

A per meal administrative fee shall apply to all vended meals receipts deposited in the Local Education Agency's account. All vended meals receipts deposited into the Local Education Agency's account shall be divided by \$1.25 to arrive at a meal equivalent. The fee charged for special function and vended meals will be \$.05 per meal equivalent.

Pomptonian Food Service guarantees the Monroe Township Board of Education a no cost of operation to the district. This guarantee is contingent upon the guarantee requirements as stated below.

- Minimum of 169 serving days – high school
164 serving days – middle and elementary schools
- Adoption of Student Lunch Price List and Faculty Lunch Price List
- Reimbursement rates for 2008-09 are not less than 2007-08
- Value of commodities for 2008-09 is not less than 2007-08
- Enrollment remains constant
- The guarantee is based on Pomptonian Food Service including \$21,000 in equipment repair expense as a cost of operation. The guarantee will be reduced by the actual expense amount in excess of \$21,000 in equipment repairs
- No change in school policy that significantly affects operating expenses
- A special dietary policy for an individual or group that results in an extraordinary expense will be recorded separately
- No change in Federal or State regulation that impacts cafeteria or catering revenues or expenses
- The Offer versus Serve policy is maintained
- No competitive sales during cafeteria operating hours
- Based on the Labor Schedule submitted including the Food Service Director's Compensation Package as stated in the proposed operating statement
- The Food Service Director will cooperate in implementing service initiatives as well as cost containment efforts
- The guaranteed profit will be reduced if the current Monroe Township Board of Education's Food Service Director retires. The adjustment will be equal to the cost of replacing the retiring employee including wages, taxes, benefits and other employment related expenses; and

NOW THEREFORE BE IT RESOLVED, by the Monroe Township Board of Education that it hereby awards a contract to Pomptonian Food Service, a copy of which is on file in the Office of the Board Secretary/Business Administrator, for the furnishing of food service management programs and supplies.

P. RESOLUTION AWARDING CONTRACT FOR EXTRAORDINARY UNSPECIFIABLE SERVICES FOR WEB BASED VOICE BROADCASTING

WHEREAS, N.J.S.A. 18A:18A-5 (a) (2) provides that a board of education may award a contract for unspcifiable services without competitive bidding, provided that the board shall in each instance state supporting reasons for its action in the resolution awarding the contract; and

WHEREAS, the Monroe Township Board of Education requires the need for specialized services to provide strategic voice broadcasting; and

WHEREAS, the Monroe Township Board of Education has received information from Global Connect, 5218 Atlantic Avenue, Mays Landing, New Jersey 08330 which would fill the needs of the Monroe Township School System, and

WHEREAS, it is difficult to create specifications for such a contract for strategic voice broadcasting and said service would appear to come within the realm for extraordinary unspcifiable services; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe Township Board of Education that it hereby awards a contract to Global Connect.

Q. INTERGRATED PEST MANAGEMENT PLAN

It is recommended that members of the Board of Education acknowledge that an integrated pest management plan is on file at each building within the school system. It is further recommended that members of the Board of Education appoint Jerry Tague, Director of Facilities and Robert Lempfert, Night Custodial Maintenance Supervisor as the integrated pest management coordinators for the district.

R. CHANGE FUND

It is recommended that members of the Board of Education authorize and approve a summer change fund in the amount of \$100 for the Summer Cafe to facilitate the Summer Enrichment Program.

S. NCLB CONSOLIDATED FORMULA GRANT

It is recommended that members of the Board of Education accept the Fiscal Year 2008 Notification of Grant Award, NCLB Consolidated FORMULA Grant.

T. NJSCHOOLJOBS.COM

It is recommended that members of the Board of Education approve the renewal of a subscription for “Unlimited Advertising” on NJSchoolJobs.com for fiscal year 2008/09 for a fee of \$1,600.00.

U. ONLINE APPLICATION FOR EMPLOYMENT SYSTEM

It is recommended that members of the Board of Education approve an agreement between General ASP Inc. and the Monroe Township Board of Education for fiscal year 2008/09 in regard to General ASP providing and maintaining the “Online Application for Employment” system. The fee for this service is \$2,500. for fiscal year 2008/09.

V. AUTHORIZATION TO PURCHASE UTILIZING STATE CONTRACT

It is recommended that members of the Board of Education approve Garden State School Furniture (State Contracts #A67806, #67809, #67811, #69980, #67818, and #62171) for the purchase of school and office furnishings for Oak Tree Elementary School.

W. QUOTATION – TELEPHONE SYSTEM REPAIRS

It is recommended that members of the Board of Education approve American Business Communication Services to provide Telephone System Repairs. Please refer to the attached analysis for further information.

X. PEER REVIEW OPINION LETTER

It is recommended that members of the Board of Education acknowledge receipt of the required “Peer Review Opinion Letter” issued by the auditing firm of Davie, Kaplan, Chapman, Braverman for the auditing firm of Samuel Klein and Company. Whereas, Gerard Stankiewicz of the auditing firm of Samuel Klein and Company, as appointed by members of the Board of Education, will be performing the audit for fiscal year 2007/08.

Y. TRAVEL AND REIMBURSEMENT

In accordance with the resolution adopted by Members of the Board of Education on March 12, 2007, entitled: “ADOPTION OF THE 2007/08 ANNUAL SCHOOL BUDGET”, members of the Board of Education established the school district travel maximum for the 2007/08 school year at the sum of \$148,985. Therefore, it is recommended that Members of the Board of Education acknowledge that as of May 15, 2008, \$127,647.34 has been spent.

Z. BID AWARD - PAPER

It is recommended that members of the Board of Education approve a contract for fiscal year 2008/09 to Ricoh Americas Corporation for paper in the amount of \$122,002.70. Please refer to the enclosed bid analysis for supplemental information.

AA. BID AWARD – ELECTRICAL REPAIRS

It is recommended that members of the Board of Education approve a contract for fiscal year 2008/09 to Sal Electric for Electrical Repairs for the following rates:

Forman	\$87.69
Journeyman	\$82.41
Helper	\$47.10
Material Markup %	10%

Please refer to the enclosed bid analysis for supplemental information.

BB. RESOLUTION – CAPITAL RESERVE ACCOUNT

It is recommended that Members of the Board of Education approve the following Resolution:

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end; and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and

WHEREAS, the Monroe Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Monroe Township Board of Education has determined that (an amount not to exceed) \$750,000. is available for such purpose of transfer.

NOW, THEREFORE BE IT RESOLVED by the Monroe Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulation.

CC. TUITION RATE – INTEGRATED PRE-SCHOOL PROGRAM

It is recommended that Members of the Board of Education approve a tuition rate in the amount of \$14.50 per day as related to non-disabled students attending the integrated pre-school program for school year 2008/09.

DD. PURCHASE AUTHORIZATION - COPIERS

It is recommended that Members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Qualified Purchasing Agent to procure copiers for Oak Tree Elementary School utilizing State Contract #A51464 in accordance with the provisions of the bond referendum for Oak Tree Elementary School.

EE. PURCHASE AUTHORIZATION – COMPUTER HARDWARE

It is recommended that Members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Qualified Purchasing Agent to procure computer servers, notebook computers, desktop computers, projectors and a storage area network utilizing State Contract #A70262 in accordance with the provisions of the 2008/09 school budget.

FF. PURCHASE AUTHORIZATION - COPIERS

It is recommended that Members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Qualified Purchasing Agent to procure copiers for Applegarth Middle School, Barclay Brook Elementary School, and Brookside Elementary School utilizing State Contract #A51464.

GG. MIDDLESEX COUNTY READINESS AND EMERGENCY MANAGEMENT FOR SCHOOL PROGRAMS (A COUNTY SHARED SERVICES CONSORTIUM)

It is recommended that Members of the Board of Education participate in the 2008/09 Middlesex County Readiness and Emergency Management for School Programs provided by Middlesex County Vocational Schools. Please refer to the enclosed documents for supplemental information.

HH. SPECIAL EDUCATION TUITION AGREEMENT

It is recommended that Members of the Board of Education approve a special education tuition contract agreement between the Easter Seal Society and the Monroe Township Board of Education for educational services. The tentative tuition charge is \$1,000. each month for the 2007/08 school year.

II. AUTISM WORKSHOP

It is recommended that Members of the Board of Education authorize staff to attend a “Workshop for Autism” on June 27, 2008 at the Academy Learning Center sponsored by the Middlesex Regional Educational Services. The cost of the workshop is \$3,390. Staff will be reimbursed for mileage at the IRS rate.

JJ. AUTHORIZATION TO PURCHASE UTILIZING STATE CONTRACT

It is recommended that Members of the Board of Education approve BioShine (State Contracts #A60715 and #A60719) for the purchase of custodial equipment and supplies for Oak Tree Elementary School.

KK CUSTODIAN OF SCHOOL MONIES

It is recommended that Members of the Board of Education appoint Dolores Schauer as the Treasurer of School Funds for fiscal year 2008/09 at a salary of \$2,740.

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

WAYNE HOLLIDAY
Prepared by

JUNE 25, 2008
Meeting Date

12. STUDENT BOARD MEMBERS' REPORT

13. COMMITTEE REPORTS

14. OTHER BOARD OF EDUCATION BUSINESS

15. PUBLIC FORUM *

16. NEXT SCHEDULED PUBLIC BOARD OF EDUCATION MEETING
WEDNESDAY, JULY 16, 2008 – 7:00 P.M. – HIGH SCHOOL

17. 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.