

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 – OCTOBER 17, 2007
5:00 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. Kathy Kolupanowich, Board President
Mr. Lew Kaufman, Board Vice President
Ms. Amy Antelis
Mr. Marvin I. Braverman
Mr. Joseph Homoki
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 October 12, 2007:

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

5. 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):

Personnel:

1. Interviews with two final candidates for Brookside Elementary School principal.
2. Employment status of Employee No. 000068
3. Status of Student No. 80272 and No. 82551

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

6. PRESENTATION OF AWARDS TO STUDENTS IN REGARD TO WINNING THE HENRY RICKLIS HOLOCAUST MEMORIAL COMMITTEE ASSEMBLY ESSAY BY MR. ROTHMAN FROM THE COMMITTEE AND MR. DeFILLIPPIS THE HIGH SCHOOL SOCIAL STUDIES CO-ORDINATOR

7. PRESENTATION OF THE 2006/07 COMPREHENSIVE ANNUAL FINANCIAL REPORT

8. QUALITY ASSURANCE ANNUAL REPORT

9. “NAMING THE NEW ELEMENTARY SCHOOL” COMMITTEE REPORT

10. PROPOSED NEW HIGH SCHOOL UPDATE

11. PUBLIC FORUM*

12. APPROVAL OF MINUTES

Public Board of Education Meeting September 10, 2007

Public Board of Education Meeting September 26, 2007

13. SUPERINTENDENT’S REPORT

I. Personnel

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

II. Board Action

A. **Violence, Vandalism, and Substance Abuse** In accordance with N.J.S.A. 18A:17-46, the Annual District Report and the Incident Listing for Violence, Vandalism, and Substance Abuse is being presented for public review.

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

C. 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.

D. Attached is the Report of Pupil Suspensions for the Month of September 2007.

E. The Superintendent will recommend that the Board approve this action item following discussion in Executive Session.

F. It is recommended that the Board approve the following high school students to participate in the Senior Option School Based program for the 2007-2008 school year at a rate of \$7.15 per hour.

Student No. 40074

- G. It is recommended that the Board approve the revisions of the following Policies and Regulations:

Policy 5330 Administration of Medication
 Regulation 5330 Administration of Medication
 Policy 5512.01 Harassment, Intimidation, and Bullying
 Policy 5530 Substance Abuse
 Regulation 5530 Substance Abuse
 Policy 8461 Reporting Violence, Vandalism, and Alcohol, and other Drug Abuse
 Regulation Reporting Violence, Vandalism, and Alcohol, and other Drug Abuse

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

Policy 8601 Pupil Supervision after School Dismissal

- I. **2006-2007 Violence/Substance Abuse/Estimated Violence/Vandalism Costs** previously reported for the period 7/1/07 through 10/15/07

<u>Date</u>	<u>School</u>	<u>Incident</u>	<u>Cost to District</u>
9-16-07	Mill Lake	profanity written On windows	n/a
10-5-07	High School	fight	n/a

- J. **RESOLUTION**

That members of the Board of Education approve the following resolution:

WHEREAS, the Monroe Township Board of Education is aware that employee S.S. is suffering from a serious health condition; and

WHEREAS, S.S. will exhaust all of her accrued leave as of November 1, 2007; and

WHEREAS, other Board employees have expressed a willingness to donate paid personal leave or vacation days to S.S.; and

NOW, THEREFORE, BE IT RESOLVED:

1. In this one instance, the Board will allow employees to donate paid personal leave or vacation days to create a bank of days for S.S. to use in connection with this illness;
2. This accrued leave bank will be administered by Wayne Holliday, Board Secretary/School Business Administrator, on behalf of the Board;

3. The Board retains the authority to approve the days that are contributed to the bank and to approve or to deny each request to use these days;
4. This proposal will be submitted to all Associations and individuals not affiliated with an association.

14. BUSINESS ADMINISTRATOR'S REPORT

I. BOARD ACTION

A. BILL LIST

It is recommended that the bills totaling \$24,477,767.31 for September 2007 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 \$610.92 for September 2007 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 \$1,637,479.35 for September 2007 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. 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 September 2007, 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 September 2007 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).

E. PROFESSIONAL APPOINTMENTS

1. It is recommend that members of the Board of Education appoint Deborah Masterson, Certified Shorthand Reporter for fiscal year 2007/2008.
2. It is recommended that members of the Board of Education approve Cross County Clinical & Educational Services to provide a bilingual psychological evaluation in the language of Urdu for a fee of \$770.00.
3. It is recommended that members of the Board of Education approve Learning Tree Multicultural/Multilingual to provide a bilingual speech and language evaluation in the language of Urdu for a fee of \$700.00.
4. It is recommended that members of the Board of Education approve Rutgers Douglas Developmental Disabilities Center to provide a Functional Behavioral Assessment from October 1, 2007 through June 30, 2008 for a fee of \$2,500.00.
5. It is recommended that members of the Board of Education approve Barnickel Engineering Corporation to provide engineering services for fiscal year 2007/2008. Please refer to the attached fee schedule for information.
6. It is recommended that members of the Board of Education appoint Wilson Language to provide two days of training for up to thirty staff members for a fee of \$2,600.00 plus mileage reimbursement for the trainers at the rate of \$.485 cents per mile. This appointment is related to the Wilson Reading Methodology.

F. AGREEMENT

It is recommended that members of the Board of Education acknowledge receipt of and approve the enclosed agreement between Wall Sports Arena (Lessor) and Monroe Township Board of Education (Lessee) which covers use of the Wall Sports Arena as related to activities regarding the High School Ice Hockey Team.

G. QAAR SUBMISSION ON CAPITAL RESERVE ACCOUNT MAXIMUM AMOUNT

It is recommended that members of the Board of Education approve the Quality Assurance Annual Report Maximum Capital Reserve Statement as follows:

The Monroe Township Board of Education School District has 125 projects identified in its Five Year Long Range Facility Plan that have not yet been initiated or advanced. The 125 projects have an estimated total cost over the five-year period of \$8,392,698.

It is estimated that the district may be eligible for state debt service or EDA grant funds for these projects in the amount of \$2,046,534. Accordingly, the estimated local share of these projects is \$6,346,164.

The Local share amount of \$6,346,164 represents the maximum amount the Monroe Township Board of Education School District may deposit in its capital reserve fund for the 2008/09 school year.

CERTIFICATION:

Dr. Ralph Ferrie, Superintendent of Schools

Mr. Wayne Holliday, Business Administrator

H. SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN (CMP) AND ANNUAL MAINTENANCE BUDGET (M1)

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

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities (CMP), and the Annual Maintenance Budget (M1); and

Whereas, the required maintenance activities as listed in the attached documents for the various school facilities of the Monroe Township School District are consistent with these requirements; and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid; and

Now, Therefore Be It Resolved, that the Monroe Township School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan (CMP) and the Annual Maintenance Budget (M1) for the Monroe Township School District in compliance with Department of Education requirements.

I. PUPIL TRANSPORTATION

It is recommended that members of the Board of Education award Contracted Pupil Transportation Route# M056 Mill Lake School to Irvin Raphael Inc. Please refer to the enclosed bid analysis and related document for supplemental information.

J. APPROVAL OF TRAVEL AND RELATED EXPENSES

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 program sponsored by New Jersey School Boards Association (NJSBA) and set forth below are directly related to and within the scope of board members' duties; and

WHEREAS, the Board of Education has determined that the training and informational program 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 program 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 Federal Internal Revenue Service mileage reimbursement rate is a reasonable rate; and

WHEREAS, the Board of Education has determined that participation in the NJSBA training and informational program is 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 program, 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 program and informational event:

NEW JERSEY SCHOOL BOARDS 2007 WORKSHOP & EXHIBITION:

OCTOBER 24 – 26, 2007 ATLANTIC CITY, NEW JERSEY

Staff/Board Member Title/Initials	Date(s) of Travel	Lodging Nights	Lodging Costs	Meals and Incidental Expenses	Workshop Fee	Total Expenses
Board Members						
Amy Antelis	10/23, 10/26	3	\$534.00	\$216.00	\$127.27	\$877.27
Marvin Braverman	10/23, 10/26	3	\$405.00	\$216.00	\$127.27	\$748.27
Joseph Homoki	10/23, 10/26	3	\$534.00	\$216.00	\$127.27	\$877.27
Lew Kaufman	10/23, 10/25	2	\$356.00	\$162.00	\$127.27	\$645.27
Kathy Kolupanowich	10/23, 10/26	3	\$534.00	\$216.00	\$127.27	\$877.27
John Leary	10/23, 10/26	3	\$534.00	\$216.00	\$127.27	\$877.27
Kathy Leonard	10/23, 10/26	3	\$534.00	\$216.00	\$127.27	\$877.27
Rita Ostrager	10/24, 10/26	2	\$270.00	\$162.00	\$127.27	\$559.27
Administrators						
Dr. Ralph Ferrie	10/23, 10/26	3	\$534.00	\$216.00	\$127.27	\$877.27
Dr. Christopher Tienken	10/23, 10/25	2	\$356.00	\$162.00	\$127.27	\$645.27
Wayne Holliday	10/24,10/26	2	\$356.00	\$162.00	\$127.27	\$645.27

K. RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONROE AUTHORIZING THE ACQUISITION OF SYNTHETIC TURF AND FIELD EQUIPMENT FOR THE MONROE TOWNSHIP HIGH SCHOOL ATHLETIC FIELD AND AUTHORIZING THE FINANCING THEREOF

WHEREAS, N.J.S.A. 18A:18A-42 authorizes the Board of Education of the Township of Monroe (the “Board”) to enter into a contract exceeding the fiscal year for the leasing of equipment of every nature and kind; and

WHEREAS, the Board has a need to acquire synthetic turf and field equipment (collectively, the “Equipment”) for the Monroe Township High School Athletic Field for school purposes; and

WHEREAS, the Board desires to acquire the Equipment through State Contract and/or competitive bidding from vendors; and

WHEREAS, the Board desires to obtain financing for the acquisition of the Equipment through competitive bidding.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. The Board hereby authorizes the Superintendent, the Board Secretary and McCarter & English, LLP, the Board's Bond Counsel, to proceed to draft documents and conduct such other activities as are necessary to accomplish (a) the acquisition of the Equipment through State Contract and/or by the receipt of bids from vendors and (b) the receipt of bids for financing the acquisition of the Equipment.

Section 2. Upon receipt of bids and the approval of the successful bidder in the event that the Equipment is acquired through competitive bidding from vendors or at any time after the adoption of this Resolution in the event that the Equipment is acquired through State Contract, the Board hereby directs the Board Secretary to process the necessary purchase orders to acquire the Equipment in advance of the receipt of bids for financing the acquisition of the Equipment. Such purchase orders shall be expressly subject to the condition that the Board receives and accepts one or more bids for the financing of such Equipment.

Section 3. The Board President and the Board Secretary are hereby authorized and directed to determine all matters in connection with the acquisition and financing of the Equipment not determined by this or subsequent resolution of the Board, as permitted by law.

Section 4. A copy of this resolution shall be placed on file with the Secretary of the Board.

Section 5. The making of and submission to the County Superintendent of the application as required by N.J.A.C. 6A:26-10.1(d) is hereby authorized and approved, and the Board's Bond Counsel, along with other representatives of the Board, are hereby authorized and approved to prepare and submit such application and to represent the Board in matters pertaining thereto.

Section 6. This resolution shall take effect immediately.

AYES:

NAYS:

ABSTAIN:

ABSENT:

Certified to be a true and correct copy of the
Resolution adopted by the Monroe Township
Board of Education on October 17, 2007.

Wayne Holliday
Board Secretary/Business Administrator

L. TELEPHONE SYSTEMS

It is recommended that members of the Board of Education acknowledge and approve RFP Solutions, Inc. (State Contract#A42293) as related to the new telecommunication systems for Monroe Township High School and Applegarth Middle School.

M. COPIERS

It is recommended that members of the Board of Education acknowledge and approve Atlantic Business Products (State Contract#A51464) as related to the procurement of copiers for the district.

N. COMPUTERS

It is recommended that members of the Board of Education acknowledge and approve Gateway Computers (State Contract#A81239) as related to the procurement of computers for the district.

O. PRINTERS

It is recommended that members of the Board of Education acknowledge and approve Laser Supply, Inc. (State Contract#A81191) as related to the procurement of printers for the district.

P. RESOLUTION AWARDING CONTRACT FOR EXTRAORDINARY UNSPECIFIABLE SERVICES FOR PUBLIC RELATIONS

WHEREAS, N.J.S.A. 18A:18A-5(a)(2) provides that a board of education may award a contract for unspecifiable 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 services of a public relations firm to articulate and communicate to residents of Monroe Township; and

WHEREAS, the need for expertise, extensive training and proven reputation is essential and the performance of the services could not be reasonably described by written specifications; and

WHEREAS, Zander Consulting, LLC, agreed to work with school staff to provide media relations assistance, technical assistance and publication of information at costs more particularly set forth in their proposal; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe Township Board of Education that it hereby awards a Contract to Zander Consulting, LLC, which requires qualitative services to be rendered, in accordance with its written proposal, a copy of which is annexed hereto and incorporated herein for fiscal year 2007/08; and

BE IT FURTHER RESOLVED that a brief notice stating the nature, duration, service and amount of the Contract shall be printed once in an official newspaper circulating in the Township of Monroe; and

BE IT FURTHER RESOLVED that the Resolution and Contract proposal are on file and available for public inspection in the office of the Board Secretary/Business Administrator; and

BE IT FURTHER RESOLVED that this award of Contract is subject to receipt of a Political Contribution Disclosure Form.

Q. RESOLUTION AWARDING CONTRACT FOR EXTRAORDINARY UNSPECIFIABLE SERVICES FOR PUBLIC RELATIONS WITH REGARD TO BOND REFERENDUM OF DECEMBER 11, 2007

WHEREAS, the Monroe Township Board of Education (“Monroe”) authorized a bond referendum to be held on December 11, 2007, seeking authorization to undertake as a capital project the additional costs necessary for the construction of a new Monroe Township high school as previously approved by the voters of the Township of Monroe on December 9, 2003, including any necessary improvements, upgrades, appurtenances, equipment, furniture and site work; and to expend the sum not exceeding \$41,900,000.00 and to issue bonds of the School District for said additional costs;

WHEREAS, N.J.S.A. 18A:18A-5(a)(2) provides that a board of education may award a contract for unspecifiable 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, Monroe requires the services of a public relations firm to articulate and communicate the facts most effectively to the voters with regard to the bond referendum; and

WHEREAS, the need for expertise, extensive training and proven reputation is critical and essential for such communication and the performance of the services cannot be reasonably described by written specifications; and

WHEREAS, Zander Consulting, LLC, made a presentation to Monroe on September 26, 2007, and submitted a proposal on October 1, 2007, regarding articulation meetings and consultations, a plan for media relations, a proposal for fact sheets, newsletters and open house tours relating to the bond referendum of December 11, 2007, at a cost of \$25,550.00, payable in four (4) equal installments of \$6,387.50 and at an additional cost of \$175.00 per hour for time expended for services not identified in the proposal; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe Township Board of Education that it hereby awards a Contract to Zander Consulting, LLC, in connection with the December 11, 2007 bond referendum as set forth above, which requires qualitative services to be rendered by Zander Consulting, LLC; and

BE IT FURTHER RESOLVED that a brief notice stating the nature, duration, service and amount of the Contract shall be printed once in an official newspaper circulating in the Township of Monroe; and

BE IT FURTHER RESOLVED that the Resolution and Contract proposal are on file and available for public inspection in the office of the Board Secretary/Business Administrator; and

BE IT FURTHER RESOLVED that this award of Contract is subject to receipt of a Political Contribution Disclosure Form.

R. TRANSACTIONS

It is recommended that Members of the Monroe Township Board of Education authorize Wayne Holliday, School Business Administrator/Board Secretary, Michael C. Gorski, Assistant Business Administrator and Joseph Muszel, Bookkeeper, to view and initiate transactions for all bank and investment accounts.

S. RESOLUTION: J.H. AND N.H. ON BEHALF OF D.H. v. THE MONROE TOWNSHIP BOARD OF EDUCATION.

It is recommended that members of the Board of Education authorize: (1) the Board President to execute and the Business Administrator/Board Secretary to execute as the attesting witness, the Settlement Agreement, previously submitted and on a retroactive basis as provided therein, in the matter entitled J.H. and N.H. on behalf of D.H. v. the Monroe Township Board of Education, New Jersey Department of Education, Agency Reference Number 2007-12460, and (2) the Superintendent of Schools, the Business Administrator/Board Secretary, and the Board Attorney, acting on the Board's behalf, to take all steps necessary to implement the Settlement Agreement.

T. RESOLUTION: J.T. AND K.T. ON BEHALF OF D.T. v. THE MONROE TOWNSHIP BOARD OF EDUCATION

It is recommended that members of the Board of Education authorize: (1) the Board President to execute and the Business Administrator/Board Secretary to execute as the attesting witness, the Settlement Agreement, previously submitted and on a retroactive basis as provided therein, in the matter entitled J.T. and K.T. on behalf of D.T. v. the Monroe Township Board of Education, New Jersey Department of Education, Agency Reference Number 2008-12722, and Office of Administrative Law, OAL Docket No. EDS-8105-2007S, and (2) the Superintendent of Schools, the Business Administrator/Board Secretary, and the Board Attorney, acting on the Board's behalf, to take all steps necessary to implement the Settlement Agreement.

U. RESOLUTION: AGREEMENT BETWEEN THE MONROE TOWNSHIP BOARD OF EDUCATION AND S.G. on behalf of M.G.

It is recommended that members of the Board of Education authorize: (1) the Board President to execute and the Business Administrator/Board Secretary to execute as the attesting witness, the Agreement Between the Monroe Township Board of Education and S.G. on behalf of M.G., previously submitted and on a retroactive basis and as provided therein; and (2) the Superintendent of Schools, the Business Administrator/Board Secretary, and the Board Attorney, acting on the Board's behalf, to take all steps necessary to implement the Agreement.

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

WAYNE HOLLIDAY
Prepared by

OCTOBER 17, 2007
Meeting Date

15. STUDENT BOARD MEMBERS' REPORT

16. COMMITTEE REPORTS

Curriculum/Co-Curriculum Activities/Athletics
Finance/Buildings & Grounds/Transportation
New High School Action Committee
Community Relations
Policy
Technology
Library Board Representative
Human Relations Commission Board Representative
Municipal Recreation Board Representative
Jamesburg Board of Education Representative
Middlesex Regional Educational Services Commission Board Representative

17. OTHER BOARD OF EDUCATION BUSINESS

18. PUBLIC FORUM *

19. NEXT SCHEDULED PUBLIC BOARD OF EDUCATION MEETING

WEDNESDAY, NOVEMBER 14, 2007 – 7:00 P.M. – HIGH SCHOOL

20. 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.