

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

WAYNE HOLLIDAY
 Business Administrator/
 Board Secretary

AGENDA
PUBLIC MEETING
WEDNESDAY - AUGUST 29, 2007
5:00 P.M.
HIGH SCHOOL

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. Upsana 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 August 24, 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 subjects:

PERSONNEL

- 1. Interviews for position of Assistant Superintendent of Personnel
- 2. Employment status of employee no. 000023

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

6. PRESENTATIONS, - SUMMER FACILITIES PROJECTS, DEMOGRAPHER’S REPORT, NEW HIGH SCHOOL UPDATE

7. PUBLIC FORUM*

8. APPROVAL OF MINUTES

Public Board of Education Meeting, July 18, 2007

9. 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. **Residency Contract**

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

B. It is recommended that the Board approve the following Policies and Regulations for a second and final reading:

Policy No. 5305 Health Services Personnel
 Policy No. 5306 Health Services to Non-Public Schools
 Regulation No. 5306 Health Services to Non Public Schools
 Policy No. 5307 Nursing Services Plan
 Policy No. 5308 Pupil Health Records
 Regulation No. 5308 Pupil Health Records
 Policy No. 5332 Do Not Resuscitate Orders
 Policy No. 5335 Treatment of Asthma

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

Policy No. 2412 Home Instruction Due to Health Condition
 Policy No. 2480 Alternative Education Program
 Regulation No. 2480 Alternative Education Program
 Policy No. 2481 Home or Out-of-School Instruction for General Education Pupils

D. It is recommended that the Board approve the following Regulations for a first reading:

Regulation No. 2412 Home Instruction Due to Health Condition
 Regulation No. 2481 Home or Out-of-School Instruction for General Education Pupils

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

F. It is recommended that the Board approve MTHS student M.M who is the New Jersey DECA State Recording Secretary, and a chaperone, to attend the North Atlantic Region Leadership conference in Boston on November 16-18. Approximate cost \$1129.64 (includes air fare, registration, hotel, meals). Student's hotel and registration fees will be paid by New Jersey DECA. Transportation cost for student will be reimbursed by New Jersey DECA.

G. It is recommended that the Board approve the "Agreement between the Monroe Township Board of Education and Local No. 11, affiliated with International Brotherhood of Teamsters."

H. **2007-2008 Violence/Substance Abuse/Estimated Violence/Vandalism Costs** previously reported for the period 7/1/06 through 8/29/07.....\$0

<u>Date</u>	<u>School</u>	<u>Incident</u>	<u>Cost to District</u>
8/22/07	Mill Lake	damage to property	\$0

MOTION TO ACCEPT THE SUPERINTENDENT’S REPORT

10. BUSINESS ADMINISTRATOR’S REPORT

I. BOARD ACTION

A. STUDENT ACTIVITY FUNDS

It is recommended that members of the Board of Education re-establish for fiscal year 2007/08 the following student activity funds:

- (1) Barclay Brook School Student Activity Fund,
- (2) Brookside School Student Activity Fund,
- (3) Mill Lake School Student Activity Fund,
- (4) Woodland School Student Activity Fund,
- (5) Applegarth School Student Activity Fund,
- (6) High School Student Activity Fund.

B. PROFESSIONAL APPOINTMENTS

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

1. It is recommended that members of the Board of Education approve Rutgers Douglas Developmental Disabilities Center to provide evaluations for students which will include a psychological assessment, an educational assessment, a speech assessment, written report, and interpretive conference with the Assessment Team members for a fee of \$2,700.00 per evaluation for the 2007/2008 school year.
2. It is recommended that members of the Board of Education approve Alexander Road Associates for psychiatric evaluations for a fee of \$450.00 per evaluation for the 2007/2008 school year.
3. It is recommended that members of the Board of Education approve Neurology Specialists of Monmouth County to provide neurological evaluations for a fee of \$300.00 per evaluation for the 2007/2008 school year.

4. It is recommended that members of the Board of Education approve Therapeutic Rehabilitation Services, LLC to provide occupational therapy for the 2007/2008 school year at the rate of \$34.00 for 20 minute treatment sessions and \$68.00 for 40 minute treatment sessions.
5. It is recommended that members of the Board of Education approve Brentwood Health Care to provide private nursing services for a fee of \$44.00 per hour for a Licensed Practical Nurse and \$52.00 per hour for a Registered Nurse for the 2007-2008 school year.
6. It is recommended that members of the Board of Education approve Pediatric Workshop to provide physical therapy at the following rates for the 2007/2008 school year:

\$103.00 for 60 minute treatment sessions,
\$ 81.00 for 45 minute treatment sessions,
\$ 77.00 for 40 minute treatment sessions, and
\$ 58.00 for 30 minute treatment sessions.
7. It is recommended that members of the Board of Education approve Homecare for Children for private nursing services for a fee of \$65.00 per hour effective July 1 through August 31, 2007 and \$62.00 per hour for the 2007/2008 school year.
8. It is recommended that members of the Board of Education approve Mr. John Muly to provide 20 days at \$200.00 per day for state-mandated mentoring of alternative route teaching candidates.
9. It is recommended that members of the Board of Education approve Dr. Thomas Vona to provide 20 days at \$300.00 per day for state-mandated mentoring of alternate route teaching candidates.
10. It is recommended that members of the Board of Education approve the Robert B. Davis Institute for Learning an Institute of the Graduate School of Education at Rutgers, The State University of New Jersey to provide a "Rubic Development and Training Workshop". Please refer to the attached proposal for fees and supplemental information.
11. It is recommended that members of the Board of Education approve the Robert B. Davis Institute for Learning an Institute of the Graduate School of Education at Rutgers, The State University of New Jersey to provide "Teacher Professional Development Activities". Please refer to the attached proposal for fees and supplemental information.
12. It is recommended that members of the Board of Education approve TALX Corporation to provide unemployment cost management services for fiscal year 2007-2008. The estimated annual cost is \$700.

C. RESOLUTION – PURCHASING AGENT

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

AUTHORIZATION TO PURCHASE

Pursuant to N.J.S.A. 18A:18A-3(a), members of the Monroe Township Board of Education designate Wayne Holliday, the purchasing agent for the Board of Education and authorize him to award contracts that do not exceed in the aggregate in a contract year the total sum of \$21,000 (bid threshold) without public advertising for bids. Furthermore, Wayne Holliday is authorized to solicit competitive quotations pursuant to N.J.S.A. 18A:18A-37(a), and to award contracts pursuant to N.J.S.A. 18A:18A-3(c),

PREPARATION OF BID ADVERTISEMENTS

Pursuant to N.J.S.A. 18A:18A-2(b), Wayne Holliday is designated to have the power to prepare advertisements, to advertise for and receive bids.

PURCHASE ORDER SYSTEM AUTHORIZED PURCHASES

All purchases made by the Monroe Township Board of Education shall be done through the purchase order system. Pursuant to N.J.S.A. 18A:18A-2(v), a purchase order is a document issued by the purchasing agent authorizing a purchase transaction with a vendor to provide goods or to perform services.

UNAUTHORIZED PURCHASES

Any Board of Education employee who orders and/or receives any goods and services without going through the approved purchase order process has made an unauthorized purchase. Unauthorized purchases are a violation of State Law N.J.S.A. 18A:18A-2(v), and N.J.S.A. 18A:18A-3(a).

INSPECTION OF GOODS AND SERVICES

Pursuant to N.J.S.A. 18A:18A-44, all goods and services provided or performed under any contract with the Board shall be inspected and reviewed by the purchasing agent and/or by the appropriate administrator or supervisor of the school district who initially recommended the award of contract. The appropriate administrator or supervisor in consultation with the purchasing agent, shall condemn goods or services which in their judgment do not conform to the specifications of the contract.

TRADE IN OF PROPERTY

The purchasing agent pursuant to N.J.S.A. 18A:18A-45(g), may include the sale of property no longer needed for school purposes as part of the specifications to offset the price of a new purchase.

D. NUTRIKIDS POINT OF SALE SYSTEM

It is recommended that members of the Board of Education authorize the purchase of the “Nutrikids Point of Sale System” from LunchByte Systems, Inc. The primary purpose of the point of sale system is to move students through the Woodland School lunch lines more quickly and efficiently. The estimated cost of the system is \$4,880.

E. RESOLUTION - FINANCING FOR THE ACQUISITION OF FIVE NEW 54 PASSENGER SCHOOL BUSES

It is recommended that members of the Board of Education approve the attached resolution entitled: RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONROE, IN THE COUNTY OF MIDDLESEX, NEW JERSEY AWARDING THE LEASE PURCHASE FINANCING FOR THE ACQUISITION OF FIVE NEW 54 PASSENGER SCHOOL BUSES.

F. RESOLUTION - FINANCING FOR THE ACQUISITION OF COMPUTER EQUIPMENT

It is recommended that members of the Board of Education approve the attached resolution entitled: RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONROE, IN THE COUNTY OF MIDDLESEX, NEW JERSEY AWARDING THE LEASE PURCHASE FINANCING FOR THE ACQUISITION OF COMPUTER EQUIPMENT.

G. RESOLUTION - FINANCING FOR THE ACQUISITION AND INSTALLATION OF TELEPHONE SYSTEMS FOR THE MONROE TOWNSHIP HIGH SCHOOL AND THE APPLGARTH MIDDLE SCHOOL

It is recommended that members of the Board of Education approve the attached resolution entitled: RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONROE, IN THE COUNTY OF MIDDLESEX, NEW JERSEY AWARDING THE LEASE PURCHASE FINANCING FOR THE ACQUISITION AND INSTALLATION OF TELEPHONE SYSTEMS FOR THE MONROE TOWNSHIP HIGH SCHOOL AND THE APPLGARTH MIDDLE SCHOOL.

H. RESOLUTION - FINANCING FOR THE ACQUISITION AND INSTALLATION OF CAMERAS FOR BUSES AND VANS

It is recommended that members of the Board of Education approve the attached resolution entitled: RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONROE, IN THE COUNTY OF MIDDLESEX, NEW JERSEY AWARDING THE LEASE PURCHASE FINANCING FOR THE ACQUISITION AND INSTALLATION OF CAMERAS FOR ITS BUSES AND VANS.

I. BID AWARD - CONTRACT FOR CLOSED CIRCUIT TELEVISION SURVEILLANCE SYSTEMS

WHEREAS, the Monroe Township Board of Education advertised for the submission of bids for closed circuit television surveillance systems at Monroe Township High School, Applegarth School, Barclay Brook School, Brookside School, Mill Lake School and Woodland School and the following six bids were received on July 31, 2007:

1. Triad Security Systems	\$199,499.00
2. RFP Solutions, Inc.	\$229,697.00
3. Dynamic Security LLP	\$246,618.00
4. Open Systems Integrators Inc.	\$258,774.00
5. Integrated Systems & Services	\$291,197.00
6. Arose Incorporated	\$321,430.00; and

WHEREAS, the Monroe Township Board of Education reserved the right to waive defects in bid submissions and to award a contract as may be in the best interest of the school District; and

WHEREAS, the Notice to Bidders provided that all bids must be submitted in duplicate and another provision of the bid documents requires three copies and the Board of Education hereby waives the requirement of any bidder to submit more than one copy of its bid proposal; and

WHEREAS, Section 1.4.3 of DIVISION 1-DETAILED REQUIREMENTS provides that if a vendor wants to submit a bid that includes the installation of equipment other than the equipment specified (Panasonic) as an equal, the vendor will provide detailed specification sheets, drawings and brochures of the “or equal” equipment with their submission and Section 1.4.3 provides as follows:

“Failure to meet all of the specifications of the specified equipment may be grounds to not accept the “or equal” equipment. Failure to submit detailed specification sheets, drawings, and brochures with a bid submission of or equal equipment will be grounds to not accept the “or equal” equipment. The “or equal” substitute must in every technical sense provide the same or better capability than the equipment specified.”; and

WHEREAS, Triad Security Systems submitted sufficient information for the staff of the Monroe Township Board of Education to analyze the proposed equipment for equivalency, and the staff report indicates that the equipment proposed by Triad Security Systems meets the bid specifications; and

WHEREAS, Section 1.5.3 of the “DIVISION 1-DETAILED REQUIREMENTS” reads as follows:

“The vendor must be certified to install, program and service the proposed systems. Include in your response a copy of your manufacturers certifications.”; and

WHEREAS, the Monroe Township Board of Education has reviewed the manufacturer’s certification submitted by Triad and interprets the first sentence in Section 1.5.3 as a requirement at the time the work is to be completed for the bidder to be certified to install, program and service the proposed systems, which certification is not required to be included in the bid proposal.

NOW, THEREFORE, BE IT RESOLVED by the Monroe Township Board of Education that it hereby awards a contract in the amount of \$199,499.00 to Triad Security Systems for the design, installation and training for closed circuit television surveillance systems as set forth above and subject to all bid specifications and contract documents.

J. BID AWARD – VAN AND BUS CAMERAS

It is recommended that members of the Board of Education award the bid for van and bus cameras to H.A. DeHart & Sons Inc. as per the attached bid results analysis.

K. BID AWARD – ASPHALT AND PAVING

It is recommended that members of the Board of Education award the bid for asphalt and paving to Big Daddy Construction as per the attached bid results analysis.

L. QUOTATION – PROTECTION SYSTEMS SUPERVISION SERVICES

It is recommended that members of the Board of Education approve Haig’s Service Corporation to provide Protection System Supervision Services. Please refer to the attached analysis for further information.

M. TRAVEL EXPENDITURE RESOLUTION

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

WHEREAS, the Board of Education has determined that the training and informational programs sponsored by Middlesex County School Board Association (MCSBA) 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 programs sponsored by MCSBA 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 MCSBA 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 MCSBA 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 MCSBA 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 MCSBA 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 MCSBA training programs and informational events:

Program Name	Date	#	Board Member or Employee Name	Event Cost (per person)	Total Cost (extended)
Middlesex County School Boards Association The Reality of the School Accountability Act	10/3/07	2	Marvin Braverman John Leary	\$20.00	\$40.00
Middlesex County School Boards Association Conference with the Executive County Superintendent	12/5/07	2	Marvin Braverman John Leary	\$15.00	\$30.00
Middlesex County School Boards Association QSAC Mandatory Training	2/6/08	2	Marvin Braverman John Leary	\$32.00	\$64.00
Middlesex County School Boards Association Student Recognition Program	4/2/08	2	Marvin Braverman John Leary	\$30.00	\$60.00
Middlesex County School Boards Association Annual Spring Meeting	6/4/08	2	Marvin Braverman John Leary	\$35.00	\$70.00

N. VENDING AGREEMENT BETWEEN THE MONROE TOWNSHIP BOARD OF EDUCATION AND THE MIDDLESEX REGIONAL EDUCATIONAL SERVICES COMMISSION

It is recommended that members of the Board of Education approve the following resolution entitled: AGREEMENT between the MONROE TOWNSHIP BOARD OF EDUCATION, in the County of MIDDLESEX (hereinafter referred to as "THE BOARD"), and the MIDDLESEX REGIONAL EDUCATIONAL SERVICES COMMISSION, in the County of MIDDLESEX (hereinafter referred to as "THE COMMISSION").

WHEREAS, THE BOARD and THE COMMISSION agree that THE COMMISSION'S Academy Learning Center shall become a satellite food service area of THE BOARD; and

WHEREAS, the school food authorities desire to implement a program following the enhanced food based meal planning option whereby THE BOARD shall provide (subject to the approval of the New Jersey Department of Agriculture and provided that such program shall not impair existing allowances to either school food authority) breakfast and lunch for service to students in THE COMMISSION.

NOW, THEREFORE, in consideration of the mutual promises herein contained the school food authorities agree as follows:

1. EFFECTIVE PERIOD

This Agreement shall be effective as of September 1, 2007, and shall be in effect for the 2007-2008 school year. This Agreement may be terminated, by notice in writing given by either school food authority to the other, at least sixty (60) days prior to date of termination.

2. FOOD PREPARATION

THE BOARD shall prepare and provide sufficient food for the number of breakfast and lunches required each school day by THE COMMISSION.

3. MILK

The milk component will be supplied by THE BOARD. THE COMMISSION will purchase and offer the milk component.

4. MENU/MEAL PATTERN

A. The menu to be used by THE BOARD shall be available to THE COMMISSION at least two (2) weeks in advance of each month.

B. All meals supplied by THE BOARD will conform to the United States Department of Agriculture menu requirements specific to the selected Enhanced Food Based menu planning option.

C. THE COMMISSION will be responsible for the printing and distribution of menus.

5. CALENDAR

A. Prior arrangements shall be made between the parties for the provision of breakfast and lunch on days when THE BOARD is not serving lunch and THE COMMISSION is serving breakfast and lunch.

B. In contingency situations where costs are incurred on behalf of THE COMMISSION, these costs will be billed separately by THE BOARD as a result of consultation between both school food authorities.

6. ORDERS

THE COMMISSION shall submit daily telephone orders of any changes to the supervising employee of THE BOARD by 10:00 a.m., setting forth the number of breakfast, lunches, and extra food items (i.e. second entrees, etc.) required for that day.

In the event that THE COMMISSION needs to cancel a scheduled meal service day due to an emergency situation (i.e. snow day, etc.) THE COMMISSION will contact the THE BOARD kitchen staff by 6:00 a.m. If meal service is cancelled after 7:30 a.m., THE COMMISSION will be billed by THE BOARD only for meals that have been prepared.

7. DELIVERY

THE COMMISSION will be responsible for picking up the meals at 1629 Perrineville Road, Monroe Township, New Jersey 08831.

8. CHARGES

A. Meals

THE BOARD will invoice THE COMMISSION each month at the rate of \$2.25 per menu pattern meal. Payment of said invoices shall be made within fifteen (15) days upon approval thereof by THE COMMISSION.

B. Credits

There will be no credit for meals left over by THE COMMISSION.

9. RESPONSIBILITY

THE COMMISSION School Food Authority agrees to hold THE BOARD School Food Authority harmless with respect to any and all claims, charges and/or liability arising from or out of the acts, of the parties in the fulfillment of the provision of this Agreement.

10. REIMBURSEMENT

THE COMMISSION will be entitled to State reimbursement and will be responsible for timely completion and submission of reimbursement vouchers.

11. DONATED COMMODITIES

Donated commodities will not be utilized by THE BOARD in the production of the vended meals.

12. RECORDS

A. THE BOARD shall be responsible for sending completed production records, which includes at a minimum: menu item, portion size and number of servings sent daily to THE COMMISSION for each school that meals are delivered to. The number of leftover portions and portions used must be recorded on the production record by THE COMMISSION.

B. THE BOARD shall be responsible to keep all other school breakfast and lunch records as required by the New Jersey Department of Agriculture, Bureau of Child Nutrition.

IN WITNESS THEREOF, the parties have executed this Agreement as of the date indicated.

MONROE TOWNSHIP BOARD OF EDUCATION, MIDDLESEX COUNTY, NJ

By _____

Dated _____

MIDDLESEX REGIONAL EDUCATIONAL SERVICES COMMISSION, MIDDLESEX COUNTY, NJ

By _____

Dated _____

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

MOTION TO ACCEPT THE BUSINESS ADMINISTRATOR'S REPORT

11. STUDENT BOARD MEMBERS' REPORT

12. 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

13. OTHER BOARD OF EDUCATION BUSINESS

14. PUBLIC FORUM *

15. NEXT SCHEDULED PUBLIC BOARD OF EDUCATION MEETING

MONDAY, SEPTEMBER 10, 2007 – 7:00 P.M. – HIGH SCHOOL

16. ADJOURNMENT

* Public discussion is confined to this portion of the agenda unless permission is granted by the Board President prior to the start of the meeting or when the Board is considering a special agenda item that the Board deems appropriate for public participation. Anyone wishing to address the Board is requested to stand and state his/her name and address.