

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

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 16, 2009  
7:00 P.M.  
HIGH SCHOOL

**(PLEASE TURN OFF ALL CELL PHONES AND PAGERS DURING THE MEETING)**  
**(RECORDING BOARD MEETINGS)\*\***

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

BOARD MEMBERS

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

JAMESBURG BOARD MEMBER REPRESENTATIVE

Ms. Patrice Faraone

STUDENT BOARD MEMBERS

Ms. Nidhi Bhatt  
Ms. Reena Dholakia

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 December 11, 2009:

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

5. PLAQUE PRESENTATION TO THE HIGH SCHOOL BOY'S VARSITY FOOTBALL TEAM

6. PRESENTATION OF PLAQUE TO FORMER BOARD ATTORNEY – BERTRAM E. BUSCH

7. STUDENT BOARD MEMBERS' REPORT

8. MONROE TOWNSHIP SCHOOL DISTRICT CODE OF CONDUCT PRESENTATION9. PUBLIC FORUM\*10. APPROVAL OF MINUTES

Public Board of Education Meeting November 11, 2009

Closed Session Meeting November 11, 2009

11. SUPERINTENDENT’S REPORT/RECOMMENDATIONS**I. Enrollment**

	<u>11/30/09</u>	<u>10/31/09</u>	Increase+ <u>Decrease-</u>	<u>11/30/08</u>	<u>Difference</u>
Applegarth School	801	799	+2	804	-3
Barclay Brook School	530	531	-1	516	+14
Brookside School	671	670	+1	692	-21
Mill Lake School	676	677	-1	662	+14
Oak Tree	757	747	+10	667	+90
Woodland School	514	512	+2	509	+5
Monroe High School	<u>1613</u>	<u>1611</u>	<u>+2</u>	<u>1564</u>	<u>+49</u>
<b>Total Elementary &amp; Secondary</b>	<b>5562</b>	<b>5547</b>	<b>+15</b>	<b>5414</b>	<b>148</b>

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

<b><u>School</u></b>	<b>Monroe</b>			<b>Jamesburg</b>		
	<b><u>Oct.</u></b>	<b><u>Nov.</u></b>	<b><u>Difference</u></b>	<b><u>Oct.</u></b>	<b><u>Nov.</u></b>	<b><u>Difference</u></b>
Academy Learning Center	13	13		1	1	
Bright Beginnings	0	0				
Cambridge	1	1				
Center School	2	2		1	1	
Childrens Center of Monm.	1	1		1	1	
Collier	1	1		1	1	
CPC Lower	1	1				
CPC Upper	4	4		2	2	
East Mountain	2	2				
Eden	2	2		1	1	
Harbor School	2	2				
KIVA	0	0		2	1	Minus 1
New Roads Parlin	5	5		1	1	
New Roads Somerset	1	1				
Kidspeace	1	1				
Lamberts Mills Academy	1	1				
Mercer Elementary	1	1				
Mercer Cty Jr./Sr.	2	2				
Mercer Cty Reg. Day	3	3				
Midland	2	2		1	1	
Millstone WW/Plainsboro	1	1				
Morris Union Jointure DCL	1	1				
Oakwood School	0	1	Plus 1			
Princeton Child Dev Instit	0	0				
Raritan Valley Academy				1	1	
Rugby	2	2				
Schroth School	1	1				
Spotswood High School				1	1	
UMDNJ	1	1		1	1	
<b>Total</b>	<b>51</b>	<b>52</b>		<b>14</b>	<b>13</b>	

**II. Home Instruction**

Student #	Reason	Grade	Teachers	School	Start date	End date	Hour per week
1	Med	12	Fletcher	MTHS	9/8/2009		10
2	504	2	Beresky	ML	9/8/2009		5
3	Med	12	Drust,Pangalos	MTHS	11/25/2009		10
4	IEP	3	Mertz	HS	9/8/2009		10
5	Med	11	Cardone, Latwis	HS	9/8/2009		10
6	Med	6	Heefner	BS	9/21/2009	10/12/2009	5
7	CST	9	Riggi,Quindes, Wall	HS	9/8/2009	9/24/2009	10
7	SUS	9	Riggi,Quindes, Wall	HS	10/21/2009	11/16/2009	10
8	Med	11	Tolboom	HS	11/11/2009		2
9	504	7	Earl, Weiner	AMS	10/5/2009	10/9/2009	10
10	SUS	10	Quindes, Lustgarten, Simmonds, Ballard	HS	11/20/2009	12/7/2009	10
11	SUS	8	Sullivan, Murphy	AMS	11/23/2009	11/27/2009	2
12	Med/504	10	Weiner, Ongaro, Drust	HS	11/10/2009		10
13	Med	12	Latwis, Butler	HS	11/9/2009	11/24/2009	10
14	SUS	10	Demarco	HS	10/30/2009	11/10/2009	2
15	Med	9	Lyons, Wall, Ballard	MTHS	9/21/2009	11/23/2009	10
16	Med/IEP	11	Minter, Ogin, O'Leary, Demarco	MTHS	10/21/2009		10
17	CST	8	Fowler, McGee,	AMS	10/16/2009		10
18	SUS	10	Lyons,	HS	10/30/2009	11/10/2009	2
19	SUS	10	Weber	HS	10/29/2009	11/9/2009	2
20	504	11	Lyons	HS	10/26/2009		2
21	IEP	8	Fowler, McGee	AMS	10/26/2009		10
22	SUS	12	Drust	HS	11/24/2009	12/9/2009	10
23	Med	11	Romano,Simmonds,Rose, Fennessey, Lobello	HS	11/7/2009		10
24	CST	11	Fleising	HS	11/9/2009		10

**III. Fire Drills**

Applegarth School -----November 16 and 20, 2009  
 Barclay Brook School-----November 10 and 20, 2009  
 Brookside School -----November 9 and 23, 2009  
 Mill Lake School -----November 9 and 16, 2009  
 Oak Tree School -----November 10 and 20, 2009  
 Woodland School -----November 10 and 23, 2009  
 Monroe High School -----November 20 and 25, 2009

#### **IV. 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 Student Teacher placements.
- B. It is recommended that the Board approve the attached list of requests for Staff Professional Development.
- C. It is recommended that the Board approve the attached list of requests for Field Trips.
- D. It is recommended that the Board approve the attached list of Student Suspensions for the month of November 2009.
- E. It is recommended that the Board approve the attendance of 40 high school students and two chaperones to attend the 2010 YMCA Model UN Program in Hershey, Pennsylvania on January 8, 2010 through January 10, 2010. Total cost for the trip is \$10,630 which includes hotel, meals, registration, conference supplies. Transportation is not included in this fee.
- F. It is recommended that the Board approve the Code of Conduct at the Elementary, Middle and High School level for 2009-2010 school year.
- G. It is recommended that the board approve the wrestling team to attend the NJSIAA Individual Wrestling Championships in Atlantic City on March 5-7, 2010. At this time, approximate cost for the team, coaches and other staff \$1675.
- H. It is recommended that the Board approve the following job descriptions:
  - Confidential Secretary to the Business Administrator/Board Secretary
  - Confidential Secretary to the Assistant Superintendent
  - Confidential Secretary to the Director of Pupil Personnel Services
- I. It is recommended that the Board approve the revision of the following job descriptions:
  - Administrative Assistant to the Superintendent
  - Secretary
  - Student Assistance Counselor (from Substance Awareness Coordinator)
  - Confidential Secretary to the Chief School Administrator (from Executive Secretary)

J. It is recommended that the Board approve the abolishment of the following job descriptions:

- Supervisor of Instruction
- Bilingual Education Teacher
- Attorney
- Auditor
- Cook Manager

K. It is recommended that the Board approve the Forensic Resource Science Curriculum document for the 2009-2010 school year. This curriculum was reviewed by the members of the Curriculum Committee.

L. It is recommended that the Board approve the following students to attend out of district programs:

Student No.	School	Dates of Attendance	Cost
85061	Oakwood School	11/24/09	\$233.92 per diem

M. **2009-2010 Violence/Substance Abuse/Estimated Violence/Vandalism Costs** previously reported for the period 7/1/09 through 12/14/09: .....\$0

<u>Date</u>	<u>School</u>	<u>Incident</u>	<u>Cost to District</u>
11/16/09	MTHS	Damage to Property	
11/19/09	MTHS	Substance abuse-confirmed	
11/24/09	MTHS	assault	
12/4/09	MTHS	substance abuse - confirmed	

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

- Policy 2415.03      Highly Qualified Teachers
- Policy 3281        Inappropriate Staff Conduct
- Reg. 3281         Inappropriate Staff Conduct
- Policy 4281        Inappropriate Staff Conduct
- Reg. 4281         Inappropriate Staff Conduct

O. It is recommended that the Board approve the revision of the following Policies and Regulations:

- Policy 2423        Bilingual and ESL Education
- Reg. 2423         Bilingual and ESL Education
- Policy 2431        Athletic Competition
- Reg. 2431.1       Emergency Procedures for Athletic Practices and Competitions
- Reg. 2431.2       Medical Examination to Determine Fitness for Participation in Athletics
- Policy 2440        Summer School
- Policy 2452        Community Education

Policy 2465	Earning a High School Diploma through College Attendance
Reg. 2530	Resource Materials
Policy 2560	Live Animals in School
Reg. 2560	Live Animals in School
Policy 2610	Educational Program Evaluation
Reg. 2624	Grading System
Policy 3126	Induction Program for Provisional Teachers
Reg. 3126	Induction Program for Provisional Teachers
Policy 3240	Professional Development
Reg. 3240	Professional Development
Policy 3431.1	New Jersey's Family Leave Insurance Program
Policy 4431.1	New Jersey's Family Leave Insurance Program
Policy 5200	Attendance

- P. It is recommended that the Board approve the re-adoption of the following Policies and Regulations:

Policy 2510	Adoption of Textbooks
Reg. 2510	Adoption of Textbooks
Policy 2520	Instructional Supplies
Policy 2530	Resource Materials
Policy 2531	Copying Copyrighted Materials
Reg. 2531	Copying Copyrighted Materials
Policy 2624	Grading System

## 12. BUSINESS ADMINISTRATOR'S REPORT/RECOMMENDATIONS

### BUSINESS ADMINISTRATOR'S REPORT/RECOMMENDATIONS FOR DECEMBER 16, 2009

#### BOARD ACTION

##### A. BILL LIST

It is recommended that the bills totaling \$8,055,629.94 for October 2009 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance Committee and certified by the Board Secretary.

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

It is recommended that the bills totaling \$2,746,322.11 for October 2009 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance Committee and certified by the Board Secretary.



C. BILL LIST–NEW HIGH SCHOOL (BOND SERIES 2008)

It is recommended that the bills totaling \$1,355,960.33 for October 2009 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance 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 October 2009, 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 2009 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. RE-APPOINTING QUALIFIED PURCHASING AGENT

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

RESOLUTION maintaining the current District bid threshold and re-appointing the Qualified Purchasing Agent, pursuant to N.J.S.A. 18A:18A-3a and N.J.A.C. 5:34-5 et seq.

WHEREAS, the recent changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$29,000; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Wayne Holliday possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Monroe Township Board of Education desires to maintain the bid threshold as provided in N.J.S.A. 18A:18A-3; now, therefore, be it

RESOLVED, that the governing body of the Monroe Township Board of Education, in the County of Middlesex, in the State of New Jersey hereby maintains its bid threshold to \$29,000 (twenty nine thousand dollars); and be it further

RESOLVED, that the governing body hereby re-appoints Wayne Holliday as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

F. TRANSFER #4

It is recommended that members of the Board of Education approve Transfer #4 as presented for fiscal year 2009/10. A copy is attached hereto.

G. PROFESSIONAL APPOINTMENTS

1. It is recommended that members of the Board of Education approve the firm of “Gerard Stankiewicz of Samuel Klein and Company” to perform the 2009/10 audit in the amount of \$35,185. and the ASSA in the amount of \$4,115. It is further recommended that the firm of “Gerard Stankiewicz of Samuel Klein and Company” be approved to perform other services during fiscal year 2009/10 as needed. Other services as may be required during the contract period, as requested, will be billed at rates as indicated below and determined by the degree of skill required for the respective services(no change from prior year):

Partners or Principals	\$110. to \$150.
Managers or Supervisors	\$85. to \$105.
Staff Members or Para-Professionals	\$50. to \$80.

For 2009/10, Gerard Stankiewicz or equivalent will be billed at \$145 which is no change from prior year.

Please refer to the enclosed document for supplemental information.

2. It is recommended that members of the Board of Education approve New Hope Foundation to provide home instruction for students who are in an in-patient treatment facility for a fee of \$280 per week or any part thereof for the 2009/10 fiscal year.

H. PURCHASE AUTHORIZATION – SPORTS SUPPLIES AND EQUIPMENT

It is recommended that members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Qualified Purchasing Agent to procure sports supplies and equipment from Leisure Sporting Goods under State Contract #A89613.

I. SALE OF DISTRICT TEXTBOOKS AND COMPUTER HARDWARE

It is recommended that members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Qualified Purchasing Agent to advertise for and to accept sealed bids for the sale of district textbooks and computer hardware. Please refer to attached documents for a listing of textbooks and computer hardware.

J. SNOW PLOWING AND SNOW REMOVAL BID AWARD

It is recommended that members of the Board of Education award Big Daddy Construction Company the bid for snow plowing and snow removal. Please refer to the attached document for supplemental information.

K. TRANSPORTATION JOINTURES OTHER DISTRICTS

It is recommended that Members of the Board of Education approve a revised “Transportation Jointures Other Districts”. Please refer to attachment.

L. DISTRICT ROUTES JOINT AGREEMENTS

It is recommended that Members of the Board of Education approve the revised “District Routes Joint Agreements”. Please refer to attachment.

M. STANDARD OPERATING PROCEDURES GUIDE

It is recommended that Members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Michael Gorski, Assistant Business Administrator to implement and maintain the Standard Operating Procedures Guide effective 01/01/10.

N. E-RATE FUNDING

It is recommended that members of the Board of Education authorize On-Tech Consulting, Inc. to manage the E-Rate process for the 2010-2011 funding year. Please refer to attachment for supplemental information.

O. ROOF REPLACEMENT AT BARCLAY BROOK SCHOOL – 1960 WING

It is recommended that members of the Board of Education approve Spiegle Group Architecture to provide architectural services for the roof replacement at Barclay Brook School – 1960 Wing. Five architectural firms responded to the request for proposal. Please refer to the attachment for supplemental information.

P. INTERLOCAL AGREEMENT

It is recommended that members of the Board of Education approve the attached agreement as related to an inter-local services agreement between the Township of Monroe and the Monroe Township Board of Education for the lighting of Oak Tree School baseball field.

Q. BID AWARD

It is recommended that members of the Board of Education approve Micro Technology Inc. to provide technology projection components for the new High School. Please refer to the attachment for supplemental information.

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

WAYNE HOLLIDAY  
Prepared by

DECEMBER 16, 2009  
Meeting Date

13. BOARD PRESIDENT'S REPORT

14. COMMITTEE REPORTS

15. OTHER BOARD OF EDUCATION BUSINESS

16. 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):

No subjects at the time of the printing of this resolution

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

17. PUBLIC FORUM \*

18. NEXT SCHEDULED PUBLIC BOARD OF EDUCATION MEETING

WEDNESDAY, JANUARY 13, 2010 – 7:00 P.M. – HIGH SCHOOL

19. ADJOURNMENT

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

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

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

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