

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 19, 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 August 14, 2009:

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

5. STUDENT BOARD MEMBERS' REPORT

6. PUBLIC FORUM *

7. APPROVAL OF MINUTES

Public Meeting Minutes June 10, 2009 (Clarification of prior vote.)
Public Meeting Minutes July 15, 2009

8. SUPERINTENDENT'S REPORT/RECOMMENDATIONS

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 accept the grant from the Heroes & Cool Kids Program in the Amount of \$5,650.00 for the Middle School Delinquency Prevent Program for the period of September 1, 2009 through December 31, 2009.
- 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 Teacher placements.
- 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 the following students to attend out of district programs:

Student No.	School	Dates of Attendance	Cost
85604	Mercer Cty Community College	8/31/09- fall semester	\$1,990.00
81223	East Mountain School	9/8/09	\$292.44 per diem
82526	Academy Learning Center	9/8/09	\$240.00 per diem

- G. It is recommended that the Board approve the submission of the following proposal for the 2009-2010 school year:

IDEA Basic \$870,110.00
 IDEA PreSchool 41,710.00

- H. It is recommended that the Board approve the submission of the NCLB grant and the acceptance of the award upon approval for the following amounts:

Title I \$72,520
 Title II Part A \$58,435
 Title II Part D \$ 744
 Title III \$ 5,625
 Title IV \$ 8,488

- I. It is recommended that the Board approve the creation of an additional Multiple Disabled Program at Brookside School, due to increased enrollment, for the 2009-2010 school year.
- J. It is recommended that the Board approve the creation of a new Integrated Pre-School Program at Mill Lake School for the 2009-2010 school year.
- K. It is recommended that the Board approve the elimination of a full day Pre-School Autistic Program at Mill Lake School, due to a decrease in enrollment, for the 2009-2010 school year.

L. It is recommended that the Board approve the Contract between the Foundation for Educational Administration and the Monroe Township Board of Education to Provide Training in School Law, Ethics and Governance for School Leaders, to all district administrators as required by law, in the amount of \$6,000.

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

1530 Equal Employment Opportunity

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

Policies

1510 Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination
1523 Comprehensive Equity Plan
1550 Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan

Regulations

1510 Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination
1550 Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan

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

Policies

1210 Board-Superintendent Relations
1230 Superintendent's Duties
1240 Evaluation of Superintendent
1260 Incapacity of Superintendent
1310 Employment of School Business Administrator/Board Secretary
1320 Duties of School Business Administrator/Board Secretary
1330 Evaluation of School Business Administrator
1331 Evaluation of the Board Secretary
1350 Incapacity of School Business Administrator/Board Secretary
1400 Job Descriptions
1522 School Level Planning
1540 Administrator's Code of Ethics

Regulations

1240 Evaluation of Superintendent
1330 Evaluation of School Business Administrator
1400 Job Descriptions

P. It is recommended that the Board approve the following classes, instructors and salaries for the Adult Education Program for the Fall 2009 semester pending enrollment:

Instructor	Class	Dates	Total Salary
A-1 Peck Driving	Defensive Driving	10/3	\$55.00 per person
David Aaron	Oklahoma & My Fair Lady	9/22	MTCAC
David Aaron	West Side Story/Fiddler on the Roof	10/13	MTCAC
David Aaron	The Sound of Music/The Music Man	10/27	MTCAC
Alpha Resource Ctr	Separation and Divorce	10/15	\$40.00
Concetta Anzaldi	Sewing	9/10-11/19	\$540.00
Concetta Anzaldi	Italian	9/15-11/17	\$600.00
Dr. Bryan Berger	Choose This, Not That!	9/10	No Salary
Rick Bischel	Golf	9/8-10/6	\$1,500.00
Bobbi Blumenthal	Canasta	9/15-11/17	\$500.00
Kerian Burroughs	Boot Camp	9/10-11/19	\$570.00
Kerian Burroughs	Pilates	9/10-11/19	\$570.00
Christine Cook	Close-up/Macro Photography	10/27-11/17	\$350.00
Christine Cook	Computer Skills for Photographers	9/10-9/17	\$210.00
Christine Cook	Intro to Digital Photography	9/14-10/12	\$350.00
Christine Cook	Digital Photo Editing, Sharing	10/1-10/29	\$350.00
Christine Cook	Fall Photo Excursion – Cranbury	9/26	70% of student tuition
Christine Cook	Fall Photo Excursion – Princeton	10/17	70% of student tuition
Christine Cook	Kelby's 7-Point Photoshop® CS3	9/15-10/20	\$630.00
Christine Cook	Personal Photo Project	10/26-11/6	\$437.50
Coast Boating Sch	Personal Watercraft & Safeboating	9/15 & 9/17	\$50.00 per person
Coast Boating Sch	Personal Watercraft & Safeboating	10/13 & 10/15	\$50.00 per person
Coast Boating Sch	Personal Watercraft & Safeboating	11/17 & 11/19	\$50.00 per person
Irene Curran	Cardio Kick Boxing	9/17-11/19	\$787.50
Irene Curran	Step	9/14-11/16	\$236.25
Irene Curran	Toning	9/14-11/16	\$236.25
Veronica Dery	Spanish/Beginners	9/10-11/19	\$540.00
Tony DeLucia	Financial Understanding of Today	10/15	No Salary
Tony DeLucia	Volatile Market	10/8	No Salary
Tony DeLucia	Retirement Income	10/22	No Salary
Ilene Dube	Blog to your Heart's Content	9/10-11/19	\$337.50
Kimberly Ducote-Schimmel	People Portrait Photography	9/29-11/17	\$480.00
Marcia Duhart	Surfing to Brave New World	9/15-9/29	\$180.00
Marcia Duhart	Surfing to Brave New World	11/3-11/17	\$180.00
Marcia Duhart	Think like a Geek: Computers	10/6-10/27	\$240.00
Russ Erlich	Defensive Driving	10/27&10/29	\$70.00 per person
Marvin Fischer	Music of Walt Disney	11/3	MTCAC
Marvin Fischer	Musical Journey through the U.S.	11/17	MTCAC

Instructor	Class	Dates	Total Salary
Phensri Francis	Thai Cooking	9/8, 9/22, 10/6, 10/22	70% of student tuition
Milagros Torres	Wedding & Event Planning	9/26-10/24	\$92.00 per person
Milagros Torres	Zumba® Gold	9/10-11/19	\$8.50 pp/per week
Milagros Torres	Zumba® Fitness	9/15-11/17	\$8.50pp/per week
Karen Gough	Improving your Credit Score	10/6 & 11/10	No Salary
Karen Gough	Shop for the Right Mortgage	10/20 & 11/17	No Salary
Karen Gough	Reverse Mortgages	9/17	No Salary
Karen Gough	How to Sell for Sale by Owner	9/22	No Salary
George Greenburg	Pediatric CPR	10/6, 10/8, 11/10, 11/12	\$40.00 per person
D. Helfgott-Daus	Intro to Flamework	10/1	\$30.00 per person
D. Helfgott-Daus	Glass Bead	10/29&11/12	\$30.00 per person
D. Helfgott-Daus	Intro to Metal Clay	9/10	\$50.00 per person
D. Helfgott-Daus	Metal Clay Syringe	10/22	\$50.00 per person
Robert Heyer	Watercolor/Intermediate	9/10-11/19	\$50.00 per person
Dr. James Hoppe	Navigating the Healthcare System	10/6	\$50.00
Dr. James Hoppe	Practical Guide to Vitamins	10/20	\$50.00
Suzanne Hye	Beautiful Baubles Bracelets	9/10	\$50.00
Suzanne Hye	Cool Copper Bead Necklace	10/22	\$50.00
Suzanne Hye	Elegant Bead & Wire Necklace	10/1-10/8	\$100.00
Suzanne Hye	Elements of Design Necklace	11/12	\$50.00
Suzanne Hye	Fall Foliage Necklace	9/22-9/29	\$100.00
Suzanne Hye	Pearl Constellation Multi Strand	9/15	\$50.00
Salomon Kadoche	Pastels	10/27-11/17	70% of student tuition
Rochelle Kapel	Full Body Exercise	9/10-11/19	\$600.00
Ken Kijak	Ballroom Dancing	9/15-11/17	\$220.00
Eva Lucena	Dancing of Spain	11/10	MTCAC
Maurice Mahler	Life Drawing	9/15-10/13	MTCAC
Maurice Mahler	Les Nympeas by Claude Monet	10/29	MTCAC
Maurice Mahler	Documentary: As Seen through Eyes	10/20	MTCAC
J. Marino-Doyle	Find the Perfect Job	10/27	\$50.00
J. Marino-Doyle	Organize your Time, Space & Things	9/15-9/22	\$100.00
J. Marino-Doyle	Six Steps to Organizing Paperwork	11/10-11/17	\$100.00
Fred Miller	Harlem Renaissance: Part I	9/17	MTCAC
Fred Miller	Harlem Renaissance: Part II	10/1	MTCAC
Larissa Miller	Video Technology	9/10-11/19	70% of student tuition
Martin Mosho	How to Start a Home Based Business	10/3	\$70.00
Harriet Ovsiew	ESL I & II	9/10-11/19	\$684.00
Panic Relief	Letting Go of Anger	10/22	\$20.00 per person
Panic Relief	Creating Positive Self Esteem	10/6	\$20.00 per person
Panic Relief	Understand Personality Character, and their Effects on Panic Attacks, Anxiety and Stress	11/17	\$20.00 per person
Sandy Price	Maj Jongg	9/10-11/19	\$630.00

Instructor	Class	Dates	Total Salary
Leonard Pulchin	Computer Education/Beginners	9/15-10/13	\$437.50
Leonard Pulchin	MS Excel/Beginners	10/20-11/10	\$350.00
Kathy Rana	Dinners for under \$10	9/15	70% of student tuition
Kathy Rana	Omelets Class	9/29	70% of student tuition
Kathy Rana	Soups to Warm Winter Nights	10/13	70% of student tuition
Kathy Rana	Appetizers for the Holidays	11/3	70% of student tuition
Robert Renz	Pottery	9/10-11/19	\$1,330.00
Dan Schneider	Cooking & Purchasing Food	10/8-11/19	\$660.00
The Silver Spurrs	Country Line Dancing	9/15-11/17	70% of student tuition
Joseph Silvestri	Complete Financial Management	10/6-10/20	No Salary
Marc Sky	Stop Smoking with Hypnosis	9/22 & 11/19	\$21.00 per person
Marc Sky	Weight Loss with Hypnosis	9/22 & 11/19	\$21.00 per person
Marc Sky	Psychic Readings	10/1	\$21.00 per person
Marc Sky	Spirit Encounters	10/1	\$21.00 per person
Marc Sky	Superpower Memory	9/29	\$21.00 per person
Valerie St. Germain	Gentle Yoga	9/15-11/17	\$50.00 per person
Joe Szabo	Image of America	9/15	MTCAC
La Shonda Tyree	Handcrafted Soap Making	10/6-10/13	\$25.00 per person
La Shonda Tyree	Handcrafted Lotion	11/3	\$20.00 per person
Paul Undreiner	Brahms	9/29	MTCAC
Paul Undreiner	Chopin	9/29	MTCAC
Wendi Verdia	Intermediate Hatha Style Yoga	9/17-11/19	70% of student tuition
Ron Villegas	Guitar/Beginners & Intermediate	9/15-11/17	70% of student tuition
Dr. David Wendel	Got Belly Fat	10/1 & 10/29	No Salary
Dr. David Wendel	Ritalin...Is it Necessary?	9/10 & 10/22	No Salary
Dr. David Wendel	Understanding Fibromyalgia	10/15&11/19	No Salary
Janet Wood	Bridge-Advanced/Beginner	9/10-11/19	\$675.00
Janet Wood	Bridge/Defense	9/15-11/17	\$750.00
Marion Zukas	Decorating Small Spaces	10/1-10/8	\$30.00 per person
Marion Zukas	Furniture: Upholstery & Case Goods	10/13-10/27	\$45.00 per person
Marion Zukas	Window Treatments	9/22-10/6	\$45.00 per person

9. BUSINESS ADMINISTRATOR'S REPORT/RECOMMENDATIONS

BOARD ACTION

A. BILL LIST

It is recommended that the bills totaling \$7,592,667.64 for June 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 \$4,083,481.08 for June 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 ELEMENTARY SCHOOL (BOND SERIES 2006)

It is recommended that the bills totaling \$15,755.88 for June 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. BILL LIST – NEW HIGH SCHOOL (BOND SERIES 2008)

It is recommended that the bills totaling \$2,308,165.25 for June 2009 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance Committee and certified by the Board Secretary.

E. SECRETARY’S FINANCIAL & CASH REPORT

In accordance with N.J.A.C. 6A:23-2-11(c)4, Be It Resolved that the Board of Education hereby certifies that it is in receipt of the Financial Reports for June 2009, which indicates that no major accounts or funds have been over expended and that sufficient funds were 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 June 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).

F. 2008/09 SUMMARY CASH REPORT

Be It Resolved that members of the Board of Education hereby certify that they are in receipt of the Summary Cash Report for the fiscal year ending June 30, 2009.

G. TRANSFER #12

It is recommended that members of the Board of Education approve Transfer #12 as presented for fiscal year 2008/09. A copy is attached hereto.

H. STUDENT ACTIVITY FUNDS

It is recommended that members of the Board of Education re-establish for fiscal year 2009/10 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, and
- (7) Oak Tree School Student Activity Fund.

I. PROFESSIONAL APPOINTMENTS

1. It is recommended that members of the Board of Education approve TALX Corporation to provide unemployment cost management services for fiscal year 2009/10. The estimated annual cost is \$700.
2. It is recommended that members of the Board of Education approve Ann Holmes an associate affiliated with The Eden Family of Services, Outreach and Support Services to provide an augmentative evaluation and report for the fee of \$500.
3. It is recommended that members of the Board of Education approve Heather Lawrence, Occupational Therapist to provide occupational therapy for a student who attends Eden School at a fee of \$65 per half hour and \$95 per full hour for the 2009/10 school year beginning with the extended school year program.
4. It is recommended that members of the Board of Education approve Cambridge School to provide the following services once a week, for the 2009/10 school year beginning December 17, 2009: Social Skills at \$25. a session, Speech and Language at \$125. a session, and Occupational Therapy at \$130. a session.

J. RESOLUTION – QUALIFIED PURCHASING AGENT

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

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 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.

K. 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 Qualified 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 \$29,000 (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

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 qualified 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 qualified 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 qualified 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.

L. RESOLUTION - FINANCING FOR THE ACQUISITION OF TWO NEW 20 PASSENGER VANS AND TWO 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 AWARDED THE LEASE PURCHASE FINANCING FOR THE ACQUISITION OF TWO NEW 20 PASSENGER SCHOOL VANS AND TWO NEW 54 PASSENGER SCHOOL BUSES.

M. IDEA PART B PRESCHOOL BUDGET

It is recommended that members of the Board of Education approve the enclosed revised 08/09 IDEA Part B Pre-School budget and staff.

N. IDEA PART B BASIC

It is recommended that members of the Board of Education approve the enclosed revised 08/09 IDEA Part B Basic budget and staff.

O. TITLE I, PART A: IMPROVING BASIC PROGRAMS OPERATED BY LOCAL EDUCATION AGENCIES

It is recommended that members of the Board of Education approve the enclosed revised 08/09 Title I, Part A: Improving Basic Programs Operated by Local Education Agencies budget and staff.

P. TITLE I, PART A: SCHOOL IMPROVEMENT

It is recommended that members of the Board of Education approve the enclosed revised 08/09 Title I, Part A: School Improvement budget.

Q. TITLE II, PART A: TEACHER AND PRINCIPAL TRAINING AND RECRUITING FUND

It is recommended that members of the Board of Education approve the enclosed revised 08/09 Title II, Part A: Teacher and Principal Training and Recruiting Fund budget and staff.

R. TITLE II, PART D: ENHANCING EDUCATION THROUGH TECHNOLOGY

It is recommended that members of the Board of Education approve the enclosed revised 08/09 Title II, Part D: Enhancing Education through Technology budget.

S. TITLE IV: SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES ACT

It is recommended that members of the Board of Education approve the enclosed revised 08/09 Title IV: Safe and Drug-Free Schools and Communities Act budget.

T. 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 New Jersey School Boards Association (NJSBA) and set forth below are directly related to and within the scope of board members' and employees duties; and

WHEREAS, the Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of the listed job title's current responsibilities and the board's professional development plan; and

WHEREAS, the Board of Education has determined that participation in the NJSBA training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and

WHEREAS, the Board of Education has determined that the school district travel expenditures to NJSBA programs are in compliance 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 State of New Jersey mileage reimbursement rate is a reasonable rate; and

WHEREAS, the Board of Education has determined that participation in the NJSBA training and informational programs are in compliance with the District policy on travel; therefore be it

RESOLVED, that the Board of Education hereby approves the attendance of the listed number of school board members and district employees at the listed NJSBA training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

RESOLVED, that the Monroe Township Board of Education authorizes in advance, as required by statute, attendance at the following NJSBA training programs and informational events:

**NEW JERSEY SCHOOL BOARDS 2009 WORKSHOP & EXHIBITION:
OCTOBER 28 – 30, 2009 ATLANTIC CITY, NEW JERSEY**

Staff/Board Member	Date(s) of Travel	Lodging Nights	Lodging Costs	Meals and Incidental Expenses	Workshop Fee*(a) \$1100.
Board Members					
Amy Antelis	10/28, 10/30	2	\$232.	\$162.	
Marvin Braverman	10/28, 10/29	1	\$116.	\$108.	
Mark Klein	10/28, 10/30	2	\$232.	\$162.	
Kathy Kolupanowich	10/28, 10/30	2	\$232.	\$162.	
John Leary	10/28, 10/30	2	\$232.	\$162.	
Kathy Leonard	10/28, 10/30	1	\$116.	\$108.	
Administrators					
Dr. Kenneth Hamilton	10/28, 10/29	2	\$232.	\$162.	
Mr. Wayne Holliday	10/28, 10/29	2	\$232.	\$162.	

*Workshop fee of \$1100 includes up to 11 attendees.

U. 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, 2009, and shall be in effect for the 2009-2010 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 \$2.35 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 _____

V. AGREEMENT

It is recommended that members of the Board of Education acknowledge and approve the enclosed agreement between the Monroe Township Board of Education and the American Institute for History Education, L.L.C. as related to the award of the United States Department of Education Teaching American History Grant.

W. PURCHASE AUTHORIZATION – SCHOOL FURNITURE

It is recommended that Members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Qualified Purchasing Agent to procure from Office Environments school furniture utilizing State Contract #A69980 in accordance with the provisions of the 2009/10 school budget.

X. PURCHASE AUTHORIZATION – CLASSROOM FURNITURE

It is recommended that Members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Qualified Purchasing Agent to procure from Adelpia Steel Equipment classroom furniture utilizing State Contract #A70121 in accordance with the provisions of the 2009/10 school budget.

Y. NEW HIGH SCHOOL TECHNOLOGY COMPONENTS INSTALLATION

It is recommended that Members of the Board of Education approve Change Order No. 2 to the contract between the Monroe Township Board of Education and Tru-Val Electric Corporation in the amount of \$ 98,774.50 for Tru-Val Electric to install the Owner’s technology system components and associated wiring.

Z. TRANSFER #1

It is recommended that members of the Board of Education approve Transfer #1 as presented for fiscal year 2009/10. A copy is attached hereto.

AA. COOPERATIVE PRICING SYSTEM AGREEMENT

It is recommended that members of the Board of Education approve participation in the cooperative price system as delineated in the “Cooperative Pricing System Agreement” between the Middlesex Regional Educational Services Commission and the Monroe Township Board of Education. Please refer to the enclosed agreement for supplemental information.

BB. SCHOOL LUNCH PRICES

It is recommended that members of the Board of Education approve the following prices for the 2009/10 school year:

<u>Lunches:</u>	
High School	\$1.60
Applegarth	\$1.55
Elementary Schools	\$1.50
Student reduced	\$.40
Adult	\$2.20
Milk - all schools:	
White & Skim	.30
Chocolate	.35
Reduced ¹ /2 - day Kindergarten	.15

Please note that this is the first increase in student lunch prices in seventeen years. However, there will be no increase in the prices for milk which have remained without an increase for seventeen year.

CC. CONTRACT RENEWAL - FOOD SERVICE MANAGEMENT

It is recommended that members of the Board of Education approve Pomptonian Food Service to provide food services and supplies for fiscal year 2009/10. This is the first renewal from the 2008/09 base contract year.

This renewal is based upon the following language: Management Fee and Guarantee Language:

The Food Service Management Company shall receive, in addition to the costs of operation, a fee of thirty-three thousand forty-two dollars (\$33,042.00) to compensate the Food Service Management Company for administrative and management costs. This fee shall be billed in 10 monthly installments of (\$3,304.20) per month as a cost of operation. The Local Education Agency guarantees the payment of such costs and fee to the Food Service Management Company.

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 vended meals will be \$.05 per meal equivalent.

The Food Service Management Company guarantees the Local Education Agency a no cost of operation for school year 2009/2010. This guarantee is contingent upon the guarantee requirements as stated below.

- Minimum of 169 serving days at the High School, 164 serving days at the Middle School and 164 serving days at the Elementary Schools,
 - Adoption of the Student Lunch Price List and Faculty Lunch Price List,
 - Reimbursement rates for 2009/2010 are not less than 2008/2009,
 - Value of commodities for 2009/2010 is not less than 2008/2009,
 - Enrollment remains constant,
 - The guarantee is based on the Food Service Management Company 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 regulations that impact cafeteria operating revenue or expense,
 - The Offer versus Serve policy is maintained,
 - No competitive sales during the cafeteria operating hours,
 - The Food Service Director will cooperate in implementing service initiatives as well as cost containment efforts,
 - The guaranteed breakeven will be reduced if the current Board of Education 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,
- Based on the Labor Schedule submitted including the Food Service Director's Compensation Package as stated in the proposed operating statement.

DD. AGREEMENT FOR PHYSICAL THERAPY SERVICES

It is recommended that members of the Board of Education approve the attached agreement between Pediatric Workshop and Monroe Township School District to provide physical therapy services for the 2009/10 fiscal year. Please refer to attached agreement for supplemental information.

EE. ENERGY FOR AMERICA AGREEMENT

It is recommended that members of the Board of Education approve an agreement between Monroe Township Board of Education and Energy for America, Inc. to continue to provide a Facilities Management Program. Please refer to the attached agreement for supplemental information.

FF. ARCHITECT OF RECORD

It is recommended that members of the Board of Education approve Design Ideas Group as the architect of record to provide architectural services for fiscal year 2009/10. Please refer to the attached document for supplemental information.

GG. AGREEMENT

It is recommended that members of the Board of Education acknowledge receipt of and approve the enclosed agreement between Rams Associates, LP d/b/a 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.

HH. SCHOOL PHYSICIAN

WHEREAS, N.J.S.A. 18A:40-1 and N.J.A.C. 6A:16-2.3 and Policy 0153 and other policies adopted by the Monroe Township Board of Education provide that the Board of Education shall appoint a physician, who shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development.

NOW, THEREFORE, BE IT RESOLVED by the Monroe Township Board of Education that it hereby appoints Rex Zapanta, M.D., as School Physician for the Monroe Township Board of Education, effective July 1, 2009 through June 30, 2010, subject to the terms and conditions of the Contract annexed hereto.

II. BID REJECTION

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

RESOLUTION OF THE MONROE TOWNSHIP BOARD OF EDUCATION AUTHORIZING REJECTION OF BIDS AND SOLICITATION OF NEW BIDS

WHEREAS, the Monroe Township Board of Education (“Board”) has solicited competitive bids for Bus Services for Athletic Trips and Field Trips; and

WHEREAS, on July 28, 2009, the Board received and publicly opened bids submitted by First Student, Inc., Unlimited Autos, Inc., Durham School Services, George Dapper, Inc., Irvin Raphael, Inc., and Browntown Bus Service, Inc.; and

WHEREAS, upon review of the bids and after consultation with counsel it has been determined that the bid security submitted by the mathematically low bidder, First Student, Inc., fails to conform to the Board’s specifications; and

WHEREAS, the amounts proposed by the remaining bidders each substantially exceed the Board’s cost estimates.

NOW, THEREFORE, BE IT RESOLVED by the Monroe Township Board of Education as follows:

1. The bid submitted by First Student, Inc. is rejected as nonconforming.

2. Pursuant to N.J.S.A. 18A:18A-22(a), the bids submitted by Unlimited Autos, Inc., Durham School Services, George Dapper, Inc., Irvin Raphael, Inc., and Browntown Bus Service, Inc. are rejected for substantially exceeding the Board's cost estimates.
3. The Business Administrator/Board Secretary is authorized and directed to return the bid security of each of the aforementioned bidders and to solicit new bids for Bus Services for Athletic Trips and Field Trips.

JJ. PURCHASE AUTHORIZATION

It is recommended that Members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Qualified Purchasing Agent to procure from Docusense printer cartridges under New Jersey State Contract# A81191 for fiscal years 2008/09 and 2009/10.

KK. PURCHASE AUTHORIZATION

It is recommended that Members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Qualified Purchasing Agent to procure from Dell Computer Corporation computer hardware, software, printers, projectors, flash drives, and laptop carrying cases under New Jersey State Contract#s A70137 and A70256.

LL. PURCHASE AUTHORIZATION

It is recommended that Members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Qualified Purchasing Agent to procure from Spectrum Industries Inc. laptop carts and computer desks under New Jersey State Contract# A62186.

MM. PURCHASE AUTHORIZATION

It is recommended that Members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Qualified Purchasing Agent to procure from Enterasys Networks network switches and network switch maintenance contracts under New Jersey State Contract# A81184 for fiscal years 2008/09 and 2009/10.

NN. PURCHASE AUTHORIZATION

It is recommended that Members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Qualified Purchasing Agent to procure from Nickerson NJ, Inc. table tops and bases under New Jersey State Contract# A69980.

OO. PURCHASE AUTHORIZATION

It is recommended that Members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Qualified Purchasing Agent to procure from Global Industries c/o Nickerson NJ armless chairs under New Jersey State Contract# A69980.

PP. PURCHASE AUTHORIZATION

It is recommended that Members of the Board of Education authorize Wayne Holliday, Business Administrator/Board Secretary and Qualified Purchasing Agent to procure from Leisure Sporting Goods athletic supplies under New Jersey State Contract# A66833.

QQ. B.A.S.C. – RESOLUTION 2009-2010

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

RESOLUTION AUTHORIZING AGREEMENT BETWEEN MONROE TOWNSHIP BOARD OF EDUCATION AND THE B.A.S.C. NETWORK, INC., AS MONROE B.A.S.C.

WHEREAS, N.J.S.A. 18A:18A-5(a)(2) authorizes the award of a contract by the adoption of a resolution at a public meeting without public advertising for bids and bidding therefore, if the subject matter thereof consists of extraordinary unspecifiable services which cannot reasonably be described by written specifications; and

WHEREAS, the Township of Monroe has the need to provide quality before-and-after school care for its students; and

WHEREAS, the Superintendent and the Business Administrator, have stated that it is to the advantage of the Monroe Township Board of Education to enter into a contract with the B.A.S.C. Network, Inc., as Monroe B.A.S.C., to provide before-and-after school care; and

WHEREAS, N.J.A.C. 6A:23-7.1(e).1 provides that changes to the contract shall be within the scope of activities of the original contract, and not for the purpose of undertaking new or different work or projects; and

WHEREAS, it is difficult to create specifications for quality child-care services, currently enjoyed by more than 400 students, and the Monroe Township Board of Education has been satisfied with the services provided by the B.A.S.C. Network, Inc., as Monroe B.A.S.C.

NOW, THEREFORE, BE IT RESOLVED by the Monroe Township Board of Education that it hereby authorizes an extraordinary unspecifiable services contract with the B.A.S.C. Network, Inc., as Monroe B.A.S.C., with regard to use of Monroe Township Schools to provide before-and-after school care in accordance with an agreement, effective September 1, 2009 to September 1, 2010, a copy of which is on file in the office of the Business Administrator/ Board Secretary; and

IT IS FURTHER RESOLVED that notice of this Contract shall be published once in The Home News Tribune.

I certify to the accuracy of the foregoing, including, but not limited to, the fact that the above before-and-after school care services are needed, that bid specifications would be exceedingly difficult to prepare and that the B.A.S.C. Network, Inc., as Monroe B.A.S.C., is particularly well suited to provide the services required by the Monroe Township Board of Education.

Wayne Holliday
Board Secretary/Business Administrator

RR. RESOLUTION - FINANCING FOR THE ACQUISITION OF VARIOUS 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 VARIOUS COMPUTER EQUIPMENT.

SS. DONATION

It is recommended that Members of the Board of Education acknowledge receipt of and accept a check in the amount of \$3,000. from the Mill Lake/Woodland PTO. The donation will be used to procure approximately twelve dry eraser boards.

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

WAYNE HOLLIDAY
Prepared by

AUGUST 19, 2009
Meeting Date

10. BOARD PRESIDENT’S REPORT

11. COMMITTEE REPORTS

12. OTHER BOARD OF EDUCATION BUSINESS

13. 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:

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.

14. PUBLIC FORUM *

15. NEXT PUBLIC BOARD OF EDUCATION MEETING – SEPTEMBER 9, 2009, 7:00 P.M.

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.

** 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.