

MONROE TOWNSHIP BOARD OF EDUCATION

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MICHAEL C. GORSKI, CPA
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, SEPTEMBER 29, 2010
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

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

JAMESBURG BOARD MEMBER REPRESENTATIVE

Ms. Patrice Faraone

STUDENT BOARD MEMBERS

Ms. Reena Dholakia

Mr. Jonathan Kim

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 September 24, 2010:

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. PRESENTATION TO FORMER BOARD MEMBER – AMY ANTELIS

7. PUBLIC FORUM *

8. APPROVAL OF MINUTES

Public Meeting Minutes August 18, 2010

Public Meeting Minutes September 15, 2010

9. 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. It is recommended that the Board approve the attached list of requests for Staff Professional Development.
- B. It is recommended that the Board approve the attached list of request for Field Trips.
- C. It is recommended that the Board approve the attached list of Student Teacher Placements.
- D. It is recommended that the Board approves the submission of the NCLB application for Fiscal Year 2011, and accepts the grant award of these funds upon the approval of the FY2011 NCLB application.
- E. It is recommended that the Board approve AIHE to provide professional development services to staff as part of the Teaching American History Grant. Total cost is \$30,000 which is grant funded.
- F. It is recommended that the Board approve the following Policies and Regulations for a first reading:

Policy 2431.3 Practice and Pre-Season Heat – Acclimation for Interscholastic Athletics

Policy 2431.4 Concussion Testing and Return-To-Play

Reg. 3144 Certification of Tenure Charges

Policy 4159 Support Staff Member/School District Reporting Responsibilities

Policy 6112 Reimbursement of Federal and Other Grant Expenditures

Reg. 6112 Reimbursement of Federal and Other Grant Expenditures

- G. It is recommended that the Board approve the revision of the attached Bylaws, Policies and Regulations:

ByLaw

146 Board Member Authority

171 Duties of Board President and Vice President (Revised)

173 Duties of Public School Accountant (Revised)

Policies & Regulations

Policy 3144 Certification of Tenure Charges

Policy 5516 Use of Electronic Communication and Recording Devices

Policy 6830 Audit and Comprehensive Annual Financial Report

Policy 8310 Public Records

Reg. 8310 Public Records

- H. It is recommended that the Members of The Monroe Township Board of Education approve and authorize the use of Board funds for the purpose of providing light food and refreshments for the initial Adult Community Task Force Meeting planned for October 2010 whereas the cost is estimated to be less than \$500.00 and the purpose of hosting the event is to increase communication of district initiatives within our planned retirement communities, our largest demographic group, consistent with our Strategic Plan initiative. This use of funds has the advanced approval of The Middlesex County Executive Business Administrator and The Superintendent of Schools.
- I. It is recommended that the Board approve Sami Passo to provide professional development for a Writer's Workshop for BSI Training at the cost of \$1,100 per training on October 15, 2010 and October 18, 2010.
- J. It is recommended that the Board approve the implementation of full day kindergarten for the 2011-2012 school year and authorize the Superintendent and Business Administrator/Board Secretary to take all necessary and appropriate steps to implement the aforesaid action of the Board.
- K. It is recommended that the Board approve the following redistricting Plan for implementation during the 2011-2012 school year:
- | | |
|---------------|--------|
| Mill Lake | PreK-2 |
| Woodland | 3-5 |
| Barclay Brook | PreK-2 |
| Brookside | 3-5 |
| Oak Tree | PreK-3 |
| Applegarth | 4-5 |
- L. It is recommended that the Board approve the Sidebar Agreement between the Monroe Township Board of Education and the Monroe Township Education Association for Mathematics Lead Teacher.

10. BUSINESS ADMINISTRATOR'S REPORT/RECOMMENDATIONS

BOARD ACTION

A. BILL LIST

It is recommended that the bills totaling \$4,698,866.87 for August 2010 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 \$1,205,932.53 for August 2010 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 \$421,038.22 for August 2010 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 August 2010, 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 August 2010 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. TRANSFER #2

It is recommended that members of the Board of Education approve Transfer #2 as presented for fiscal year 2010/11. A copy is attached hereto.

F. CAPITAL RESERVE WITHDRAWAL

It is recommended that members of the Monroe Township Board of Education authorize and approve a withdrawal from the “Capital Reserve Account” in the amount of \$39,636.52 to “Fund 12 Construction Services”, account #12-000-400-450, for the “Carpeting Project at Monroe Township High School Performing Arts Center”.

G. LONG-RANGE FACILITIES PLAN - MODIFICATION

It is recommended that members of the Monroe Township Board of Education authorize Design Ideas Group to modify the Long Range Facilities Report to reflect changes as related to re-districting.

H. PROFESSIONAL APPOINTMENTS

1. It is recommended that members of the Board of Education approve Harrison-Hamnett, P.C. to provide professional engineering services for the 2010-2011 fiscal year. Please refer to the attached fee schedule.
2. It is recommended that members of the Board of Education approve Cross Country Clinical and Educational Services to provide Bi-Lingual Educational Evaluations at the rate of \$770. per evaluation for the 2010-2011 fiscal year.
3. It is recommended that members of the Board of Education approve Embrace Kids Learning Center to provide home instruction to students who are hospitalized at a fee of \$39. per hour for the 2010-2011 fiscal year.
4. It is recommended that members of the Board of Education approve Oxford Consulting Services, Inc. to provide Speech and Language services at the rate of \$100. Per hour to cover for a leave at Barclay Brook School for the 2010-2011 fiscal year.
5. It is recommended that members of the Board of Education approve TALX UC eXpress Corporation to provide unemployment cost management services for fiscal year 2010/11. The estimated annual cost is \$700.

I. FINANCING OF COPIERS

It is recommended that members of the Monroe Township Board of Education authorize Michael C. Gorski, Business Administrator/Board Secretary to finance four copy machines previously approved for purchase under the name Atlantic under State Contract #A51464. The financing company which services Atlantic is Municipal Capital Corporation and the monthly leasing charge remains as previously approved.

J. 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 2010 WORKSHOP & EXHIBITION:
OCTOBER 19 – 20, 2010 SOMERSET, NEW JERSEY

Staff/Board Member	Date(s) of Travel	Tolls & Mileage Reimbursement	Workshop Fee*(a) \$550.
Board Members			

Lew Kaufman	10/19, 10/20	\$40	
Marvin Braverman	10/19, 10/20	\$40	
Mark Klein	10/19, 10/20	\$40	
Kathy Kolupanowich	10/19, 10/20	\$40	
John Leary	10/19, 10/20	\$40	
Kathy Leonard	10/19, 10/20	\$40	
Ira Tessler	10/19, 10/20	\$40	
Ken Chiarella	10/19, 10/20	\$40	
Lou Masters	10/19, 10/20	\$40	
Administrators			
Dr.Kenneth Hamilton	10/19, 10/20	\$40	
Mr. Michael Gorski	10/19, 10/20	\$40	

*(a)Workshop fee of \$550. includes up to 11 attendees. Additionally, the service credit of \$2,000 can be applied for a net cost to District of \$0.

K. 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:

Staff/Board Member	Date(s) of Program	Date	Tolls & Mileage Reimbursement (Estimated)
Board Members			
Louis Masters	New Board Member Orientation	10/18	\$20
Mark Klein	Governance II- Finance	10/19	
Ken Chiarella	Governance II- Finance	10/19	
Lew Kaufman	Governance IV – Legal Update	10/20	
Ira Tessler	Governance IV – Legal Update	10/20	

L. SNOW REMOVAL SERVICES - CONTRACT RENEWAL

It is recommended that members of the Board of Education authorize Michael C. Gorski, Business Administrator/Board Secretary and Purchasing Agent to renew the contract for snow removal services between the Monroe Township Board of Education and Big Daddy at the same rates as last year for the 2010-2011 fiscal year. Please refer to attached for supplemental information.

M. BID AUTHORIZATION - GROUNDS CARE MAINTENANCE

It is recommended that members of the Board of Education authorize Michael C. Gorski, Business Administrator/Board Secretary and Purchasing Agent to advertise for and solicit bids for Turf Maintenance and Time and Material Unit Rates for grounds care maintenance for calendar year 2011.

N. BID AUTHORIZATION – GARBAGE DISPOSAL SERVICES

It is recommended that members of the Board of Education authorize Michael C. Gorski, Business Administrator/Board Secretary and Purchasing Agent to advertise for and solicit bids for garbage disposal services for the 2011-2012 fiscal year.

O. BID AUTHORIZATION - MOVING SERVICES

It is recommended that members of the Board of Education authorize Michael C. Gorski, Business Administrator/Board Secretary and Purchasing Agent to advertise for and solicit bids for moving services as related to the new Monroe Township High School construction and redistricting.

P. BID AUTHORIZATION – NEW HIGH SCHOOL TV STUDIO EQUIPMENT

It is recommended that members of the Board of Education authorize Michael C. Gorski, Business Administrator/Board Secretary and Purchasing Agent to advertise for and solicit bids for equipment and installation for the TV Studio at the New Monroe Township High School.

Q. SCHOOL FOOD DISTRIBUTION AGREEMENT

It is recommended that members of the Board of Education acknowledge the approval of the Fiscal 2011 School Food Distribution Agreement between the Monroe Township Board of Education and the New Jersey Department of Agriculture, Division of Food & Nutrition for fiscal year 2010-2011. Please refer to attachment.

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

MICHAEL C. GORSKI
Prepared by

SEPTEMBER 29, 2010
Meeting Date

11. BOARD PRESIDENT'S REPORT

12. COMMITTEE REPORTS

13. OTHER BOARD OF EDUCATION BUSINESS

14. 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:

Student Matter – Suspension of student no. 78637

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

15. PUBLIC FORUM *

16. NEXT PUBLIC BOARD OF EDUCATION MEETING – OCTOBER 13, 2010, 7:00 P.M.

17. ADJOURNMENT

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

** 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.