

MONROE TOWNSHIP BOARD OF EDUCATION
423 Buckelew Avenue
Monroe Township, NJ 08831
(732) 521-1500
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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, APRIL 13, 2016
7:00 P.M.
MONROE TOWNSHIP HIGH SCHOOL

(PLEASE TURN OFF ALL CELL PHONES AND PAGERS DURING THE MEETING)
(Recording Board Meetings) (See Note 1 below)

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**

BOARD MEMBERS

Ms. Michele Arminio
Mr. Marvin Braverman
Ms. Jill DeMaio
Mr. Lew Kaufman
Ms. Kathy Kolupanowich
Mr. Thomas Nothstein
Ms. Dawn Quarino
Mr. Steven Riback
Mr. Frank Russo

JAMESBURG BOARD MEMBER REPRESENTATIVE (See Note 2 below)

Mr. Paul Rutsky

STUDENT BOARD MEMBER REPRESENTATIVES

Mr. Syed Ateeb Jamal

Mr. Nicholas Tharney

4. STATEMENT

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 April 8, 2016:

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

5. APPROVAL OF MINUTES

Public Board of Education Meeting, February 10, 2016

Closed Session Meeting, February 10, 2016

6. STUDENT BOARD MEMBERS' REPORT

7. COMMITTEE REPORTS

8. PUBLIC FORUM (See Note 3 below)

9. SUPERINTENDENT’S REPORT/RECOMMENDATIONS

I. ENROLLMENT

	<u>3/31/16</u>	<u>2/29/16</u>	<u>Difference</u>	<u>3/31/15</u>	<u>Difference</u>
Applegarth School	321	320	+1	363	-42
Barclay Brook School	377	379	-2	383	-6
Brookside School	426	426	0	467	-41
Mill Lake School	656	658	-2	395	+261
MTMS	1636	1633	+3	1533	+103
Oak Tree School	633	633	0	721	-88
Woodland School	404	405	-1	458	-54
Monroe High School	<u>2087</u>	<u>2088</u>	<u>-1</u>	<u>2069</u>	<u>+18</u>
Total Elementary & Secondary	6540	6542	-2	6389	+151

I. ENROLLMENT (cont'd)

<u>School</u>	Monroe			Jamesburg		
	Feb	March	<u>Difference</u>	Feb	March	<u>Difference</u>

Academy Learning Center	9	9		2	2	
Bonnie Brae School	1	1				
Bridge Academy	1	1				
Center for Lifelong Learn	2	2				
Childrens Center of Monm.	2	2		1	1	
Coastal Learning Center	2	2				
Collier	3	3				
CPC High Point	1	1				
Douglass Develop. Center	1	1				
East Mountain	2	1	Minus 1	1	1	
Eden	3	3		1	1	
Harbor School	1	1				
Hawkswood School	1	1				
Lakeview School	2	2				
New Roads Parlin	2	2				
New Roads Somerset	1	1				
Mercer Elementary	2	2				
Mercer High School	3	3				
Morris Union Jointure DCL	1	1				
Newgrange School	4	4				
Newmark High School	1	1				
NuView Academy	1	1				
Princeton Child Develop Inst.	1	1				
Rugby	1	1				
School for Hidden Intellig.	1	1				
Schroth School	3	3				
Shore Center	1	1				
UMDNJ	1	1				
Total	54	53		5	5	

II. HOME INSTRUCTION

No.	School	Grade	Reason	Home Instructor	Date Started	Date Ended
78609	MTHS	12	504	Dougherty	9/3/2015	
83122	MTHS	11	504	Abruzzese, Weinstein, Tringali, Riesz	9/3/2015	
79109	MTHS	9	CST	Earl, G. Schnitzer, Faughnan	9/3/2015	
89423	MTMS	6	CST	Gorham	9/3/2015	
85353	MTMS	6	Medical	Chawala, LeBron, Casarella, Jardine	9/30/2015	
84142	MTMS	8	CST	Crisco, Zimms, Hoehler, Parker, Louisus	9/3/2015	
87096	AES	4	CST	C. Lanza	12/21/2015	
86903	WES	4	Medical	Cote	9/3/2015	
86481	MTHS	11	504	Okulewicz, Hladek, Wolk, Abruzzese, Holmes, Francis	9/3/2015	
83004	MTHS	9	Medical	Carrier, Professional Education Services	1/20/2016	
80532	MTHS	10	CST	Sharma, S. Wall	2/17/2016	
88972	MTHS	10	CST	Di Meola, Duane, Giblin, Sharma, Simmonds	2/8/2016	
80598	MTHS	10	Medical	S. Wall, Comey, Lyons, Feminella, Sharma, Sarpalius	2/15/2016	
88138	OOD	11	Medical	Ed. Services Commission, Oxford	3/15/2016	
82804	MTMS	8	Medical		2/29/2016	
85830	MTHS	12	CST	S. Wall	3/9/2016	
90817	MTHS	9	Medical	Lyons, Ongaro, S. Wall, Strano, Simmonds, Corbisiero	3/2/2016	
87717	MTHS	12	CST	Lyons, M. Hardt, Giblin	4/16/2016	

III. FIRE/LOCKDOWN DRILLS

- Applegarth School ----- March 9, 2016
- Barclay Brook School ----- March 9, 2016
- Brookside School ----- March 9, 2016
- Mill Lake School ----- March 10, 2016
- Monroe Middle School----- March 9, 2016
- Oak Tree School ----- March 8, 2016
- Woodland School ----- March 9, 2016
- Monroe High School ----- March 22, 2016

Lockdown

- Applegarth School----- March 22, 2016
- Barclay Brook School-----March 17, 2016
- Brookside School -----March 24, 2016
- Mill Lake School -----March 1, 2016
- Monroe Middle School-----March 18, 2016
- Oak Tree School ----- March 21, 2016

Woodland School -----March 23, 2016
 Monroe High School -----March 24, 2016

IV. PERSONNEL (Items A through Y)

- A. It is recommended that the Board accept the resignation, due to retirement, of **Ms. Mary O’Leary**, teacher of Language Arts at the High School, effective July 1, 2016.
- B. It is recommended that the Board accept the resignation, due to retirement, of **Ms. Susan Falk**, teacher of Special Education at the Middle School, effective July 1, 2016.
- C. It is recommended that the Board accept the resignation, due to retirement, of **Ms. Eve Solow**, teacher of Basic Skills at the Middle School, effective July 1, 2016.
- D. It is recommended that the Board accept the resignation of **Ms. Amber Pratka**, paraprofessional at MTMS, effective April 1, 2016.
- E. It is recommended that the Board approve a medical leave of absence to **Ms. Barbara Norton Lee**, paraprofessional at Mill Lake School, retroactive to March 18, 2016 through April 25, 2016 in accordance with Article 17, Paragraph B.2 in the collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Norton Lee may be entitled.
- F. It is recommended that the Board approve a medical leave of absence to **Ms. Stacey Weinstein**, teacher of math at the High School, retroactive to April 4, 2016 through April 8, 2016 in accordance with Article 17, Paragraph B.2 in the collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Weinstein may be entitled.
- G. It is recommended that the Board approve an extended medical leave of absence to **Ms. Jodi Rubenstein**, teacher of special education at Brookside School, retroactive to April 1, 2016 through April 10, 2016 in accordance with Article 17, Paragraph B.2 in the collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Rubenstein may be entitled.
- H. It is recommended that the Board approve an extended medical leave of absence to **Ms. Marie Tumminello**, bus driver in the Transportation Department, retroactive to March 10, 2016 through April 3, 2016 in accordance with Article 17, Paragraph B.2 in the collective negotiations agreement between the Monroe Township Board of Education and

the Monroe Township Education Association covering the period July 1, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Tumminello may be entitled.

- I. It is recommended that the Board approve an extended medical leave of absence to **Ms. Corrine Larsen**, bus driver in the Transportation Department retroactive April 4, 2016 through May 5, 2016 in accordance with Article 17, Paragraph B.2 in the collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Larsen's may be entitled.
- J. It is recommended that the Board approve an extended medical leave of absence to **Ms. Judy Firestine**, teacher of Special Education at MTMS, effective April 18, 2016 through April 29, 2016 in accordance with Article 17, Paragraph B.2 in the collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Firestine may be entitled.
- K. It is recommended that the Board approve an extended medical leave of absence to **Ms. Eve Solow**, teacher of Language Arts at MTMS, retroactive to April 11, 2016 through April 26, 2016 in accordance with Article 17, Paragraph B.2 in collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Solow may be entitled.
- L. It is recommended that the approve a maternity leave of absence to **Ms. Melissa Bordieri**, teacher of grade two at Oak Tree School, effective September 1, 2016 through January 31, 2017 in accordance with Article 17, Paragraph B.1 in the collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Bordieri may be entitled. Ms. Bordieri's unpaid leave will be counted against her entitlement to unpaid leave pursuant to the New Jersey Family Leave Act, UN.J.S.A. 34:11B-1 et seq., as appropriate.
- M. It is recommended that the Board approve a maternity leave of absence to **Ms. Nicole Midura**, media specialist at Barclay Brook School, effective May 27, 2016 through October 31, 2016 in accordance with Article 17, Paragraph B.1 in the collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2014 through June 30, 2017. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Ms. Midura may be entitled. Ms. Midura's unpaid leave

will be counted against her entitlement to unpaid leave pursuant to the New Jersey Family Leave Act, N.J.S.A. 34:11B-1 et seq., as appropriate.

- N. It is recommended that the Board approve an unpaid leave of absence under FMLA to **Mr. Christopher Gross**, workstation specialist at MTMS, effective May 16, 2016 through June 24, 2016. Mr. Gross' unpaid days will be counted against his entitlement to unpaid leave pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. and the New Jersey Family Leave Act, N.J.S.A. 34:11B-1 et seq., as appropriate.
- O. It is recommended that the Board approve an unpaid leave of absence under FMLA to **Ms. Maria Steinberg**, bus driver in the Transportation Department, effective June 6, 2016 through June 30, 2016. Ms. Steinberg's unpaid days will be counted against her entitlement to unpaid leave pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. and the New Jersey Family Leave Act, N.J.S.A. 34:11B-1 et seq., as appropriate.
- P. It is recommended that the Board approve an unpaid medical leave of absence to **Ms. Debra Lagola**, bus driver in the Transportation Department, effective April 27, 2016 through June 30, 2016 in accordance with Article 17, Paragraph B.2 in the collective negotiations agreement between the Monroe Township Board of Education and the Monroe Township Education Association covering the period July 1, 2014 through June 30, 2017.
- Q. It is recommended that the Board approve an unpaid leave of absence to **Ms. Shirah Sternfield**, Speech Specialist at MTHS/MTMS, effective April 22 through April 29, 2016 for religious observance.
- R. It is recommended that the Board approve a medical leave of absence to **Mr. Douglas Guillen**, Director of Transportation, effective April 20, 2016 through May 6, 2016. It is further recommended that this leave shall be without pay except to the extent of any sick days to which Mr. Guillen may be entitled.
- S. It is recommended that the Board approve the following staff at MTMS for the NJHS Faculty Review at the end of April 2016 for one hour at the non-instructional rate (\$44.85):

Laurie Budrewicz

Mark Antioquia

Linda Magee

Eve Solow

Angela Best

T. It is recommended that the Board approve the correction of the following clubs at MTMS from the non-instructional rate (\$44.85) to the instructional rate (\$53.87):

Painting Workshop Club	Katie Elias
Coloring Club	Stephanie Patterson

U. It is recommended that the Board approve the following chaperones for the 7th grade dance at MTMS for 2 hours at the non-instructional rate (\$44.85/hr.):

Karen Earl	Heidi Lubrani
Patrick Nortz	Mary Sullivan
Cheryl Whinna	Nurse - sub

V. It is recommended that the Board approve the following certificated staff at the following step on guide:

	Employee	School	Position	Salary Guide	Account No.	Dates	Reason for hire
1.	Jeanne Barsa	Mill Lake	Grade 1	Step 1 BA \$49,082 pro rated	11-120-100-101-000-010	4/15/16-6/30/16	Correction in start date leave replacement
2.	Susan Voza	Applegarth	Basic Skills substitute teacher	\$77.56 session	11-230-100-101-000-093	3/14/16-6/30/16	After school substitute
3.	Boris Hladek	HS	50% Performing Arts Center Coordinator/ Student Advisor	50% \$11,000 pro rated	11-401-100-100-000-098	3/16/16-6/30/16	50% resignation replacement
4.	Dan Lee	HS	50% Student/ Staff Athletic Manager Spring	50% \$5071	11-402-100-100-000-098	3/17/16-6/30/16	50% resignation replacement
5.	Christine Rosasco	MTMS	Language Arts	Step 1 BA \$49,082 pro rated	11-130-100-101-000-080	Retroactive 4/8/16-4/26/16	Extension of contract – leave replacement

W. It is recommended that the Board approve the following non certificated staff at the following salary guide:

	Employee	School	Position	Salary Guide	Account No.	Dates	Reason for hire
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1	Alec Rucinski	MTMS	Custodian	Black Seal \$750	11-000-262- 100-000-080	11/19/15- 6/30/16	Modification in salary
2	Margaret Glynn	MTMS	Paraprofessional	Step 2 \$14.97/hr.	11-213-100- 106-000-093	3/15/16- 6/30/16	After school club per IEP
3	Maria Bartomeo	MTMS	Paraprofessional	Step 2 \$14.97/hr.	11-213-100- 106-000-093	3/15/16- 6/30/16	After school club per IEP
4	Emilia Andreassi	MTMS	Paraprofessional	Step7A \$18.63/hr.	11-213-100- 106-000-093	3/15/16- 6/30/16	After school club per IEP
5	Jennifer Patricolo	MTMS	Paraprofessional	Step 4 \$15.17/hr.	11-213-100- 106-000-093	3/15/16- 6/30/16	After school club per IEP
6	Laura Vianni	MTMS	Paraprofessional	Step 3 \$15.07/hr.	11-213-100- 106-000-093	3/15/16- 6/30/16	After school club per IEP
7	Thomas Taylor	MTMS	Paraprofessional	Step 4 \$15.17/hr.	11-213-100- 106-000-093	3/15/16- 6/30/16	After school club per IEP

- X. It is recommended that the Board approve the attached list of substitutes for the 2015-2016 school year:

Certificated

Stephanie Alea
Patricia Keith
Nancy Sablosky
Priya Mudaliar
Megan Denehy
Joyce Ragucci

Substitute Teacher
Substitute Teacher
Substitute Teacher
Substitute Teacher
Substitute Teacher
Substitute Teacher

Non Certificated

James Weinberg

Substitute Security

- Y. It is recommended that the Board approve [Ms. Monica Heinze](#), as the Supervisor of Special Education at a salary of \$106,583.02, effective July 1, 2016 through June 30, 2017. It is further recommended that Ms. Heinze be paid at the rate of \$444.10 per diem for a total of 5 days for transition with the current supervisor between April 14, 2016 through June 30, 2016.

V. BOARD ACTION (Items A through N) (The Jamesburg Representative is only eligible to vote on the items delineated by an asterisk (*) in the Superintendent’s Board Action section of the Agenda pursuant to N.J.S.A. 18A:38-8.1).

- A. It is recommended that the Board approve the previously submitted list of requests for Staff Professional Development.
- B. It is recommended that the Board approve the previously submitted list of requests for Field Trips.
- C. It is recommended that the Board approve the previously submitted list of Student Teachers for the 2015-2016 school year.
- D. It is recommended that the Board approve the previously submitted list of Student Suspensions for March 2016.
- E. *It is recommended that the Board approve the contract between the International Board of Credentialing and Continuing Education Standards and the Monroe Township School district for the professional development for Certified Autism Specialist Certification, Training, and Exam Study Guides in the amount of \$10,680.00.
- F. It is recommended that the Board approve the revised school calendar for the 2015-2016 school years to include the two remaining unused snow days.
- G. It is recommended that the Board approve the following additional adult education classes, salaries and instructors for the Spring 2016 session:

Instructor Name	Class	Dates	Salary
Lombardi	Intro to Woodworking	5/3 and 5/5	\$50 pp
Snow	Intro to Woodworking	5/3 and 5/5	\$50 pp

H. 2015-2016 Violence/Substance Abuse/Estimated Violence/Vandalism Costs for the period 3/16/16-4/13/16:

<u>Date</u>	<u>School</u>	<u>Incident</u>	<u>Cost to District</u>
3/10/16	MTHS	fight	
3/10/16	MTHS	substance abuse confirmed	
3/8/16	MTHS	substance abuse confirmed	

I. It is recommended that the Board approve the submission of the District’s Comprehensive Equity Plan for the 2016-17 through 2018-2019 school years.

J. It is recommended that the Board approve the following Policies and Regulations for a first reading:

- Policy 167 Public Participation in Board Meetings
- Policy 168 Recording Board Meetings
- Policy 2422 Health and Physical Education
- Policy 2425 Physical Education ABOLISHED DUE TO BEING MERGED WITH POLICY 2422
- Policy 2431 Athletic Competition
- Reg. 2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad
- Policy 5111 Eligibility of resident/Non Resident Students
- Reg. 5111 Eligibility of resident/Non Resident Students
- Policy 5310 Health Services
- Reg. 5310 Health Services
- Policy 5330.01 Administration of Medical Marijuana
- Reg. 5330.01 Administration of Medical Marijuana
- Policy 5460 High School Graduation
- Policy 8462 Reporting Potentially Missing or Abused Children
- Reg. 8462 Reporting Potentially Missing or Abused Children
- Policy 8550 Outstanding Food Service Charges

K. It is recommended that the Board approve the revision of the following Policies for a second and final reading:

- P 143.2 Student Representatives to the Board of Education
- P 155 Board Committees

L. It is recommended that the Board of Education approve the following HIB case(s):

- 23474
- 23652
- 23863
- 24018

M. It is recommended that the Board approve the following budget account number changes retroactive to September 1, 2015:

Pat Sherman	50% 11-000-252-100-000-060 50% 11-000-252-100-000-050
Ryan Blackwell	50% 11-000-252-100-000-030 50% 11-000-252-100-000-040

Jonathan Carlin	11-120-100-101-000-040
Larissa Miller	11-140-100-101-000-070
Kathy Czizik	11-230-100-101-000-093
Tamar Lopez	11-120-100-101-000-040
Melissa Rosen	11-230-100-101-000-093
Linda Magee	11-130-100-101-000-080
Lauren Surick	60% 11-120-100-101-000-050 40% 11-120-100-101-000-060
Lucy Mayne	11-000-262-100-000-060
David Moriarty	11-000-262-100-000-097
John Bea	11-000-261-100-000-080
Rhonna Griffin	80% 11-120-100-101-000-020 20% 11-120-100-101-000-040
Ryan Tolboom	11-000-223-102-000-098
Carol Cosentino	11-000-219-105-000-093
Mary Stevenson	64-990-320-100-000-098
Susan Mazor	11-000-262-100-000-097
Patricia Perona	11-000-262-100-000-097
Jennifer Fopeano	2.5 hrs 11-000-262-107-000-020 1.25 hrs 11-213-100-106-000-093
Patrizia Smeraglia-Russo	11-216-100-106-000-093
Kelly Duncan	11-212-100-106-000-093
Marie Felice	2.25 hrs 11-000-262-107-000-060 1.5 hrs 11-190-100-106-000-060
Cynthia Ferguson	3.33 hrs 11-190-100-106-000-060 .42 hrs 11-000-262-107-000-060
MaryAnn Loschiavo	1.5 hrs 11-190-100-106-000-060 2.25 hrs 11-000-262-107-000-060
Donna Magliaro	1.5 hrs 11-190-100-106-000-060 2.25 hrs 11-000-262-107-000-060
Rosina Vento	1.25 hrs 11-190-100-106-000-060 2.5 hrs 11-000-262-107-000-060
Elizabeth Harrison	11-213-100-106-000-093
Renee Zappone	11-213-100-106-000-093
Maria Bartomeo	11-213-100-106-000-093
Patricia Russo	11-204-100-106-000-093
Maryann Pipala	3.75 hrs 11-213-100-106-000-093 2 hrs 65-990-320-100-000-098
Margaret Nesby	2.5 hrs 11-190-106-100-000-030 1 hr 11-000-270-107-000-096
Jennifer Burkshot	11-000-262-107-000-050
Michelle Crawley	11-000-262-107-000-050
Patricia Dazos	11-000-262-107-000-050
Myrna Klein	11-000-262-107-000-050
Mary Lucas	11-000-262-107-000-050
Jennifer Patricolo	11-000-262-107-000-050
Eva Purcell	11-000-262-107-000-050
Jeanne Quinto	11-000-262-107-000-050
Susanna Fortunato	11-000-262-107-000-010
Fran Ondayko	11-000-262-107-000-010
Paul McGrath	11-000-262-107-000-020
Beverly Monasseri	11-000-262-107-000-020

Melissa Ramos	11-000-262-107-000-020
Sharyn Rothaus	11-000-262-107-000-020
Anna Tawil	11-000-262-107-000-020
Jane Casella	11-000-262-107-000-040
Hope Fisher	11-000-262-107-000-040
Linda Frezel	11-000-262-107-000-040
Gursharan Kaur	11-000-262-107-000-040
Gail Maretz	11-000-262-107-000-040
Barbara Norton Lee	11-000-262-107-000-040
Dina Urbano	11-000-262-107-000-040
Gina Genter	11-000-262-107-000-060
Mindy Kushner-Hall	11-000-262-107-000-060
Robin Freedman	11-000-262-107-000-030
Tracy Hammill	11-000-262-107-000-030
Harsh Khanna	11-000-262-107-000-030
Lucia O'Scannell	11-000-262-107-000-030
Lydia Santiago	11-000-262-107-000-030

10. **BUSINESS ADMINISTRATOR'S REPORT/RECOMMENDATIONS (The Jamesburg Representative is only eligible to vote on the items delineated by an asterisk (*) in the Business Administrator/Board Secretary's Board Action section of the Agenda pursuant to N.J.S.A. 18A:38-8.1).**

BOARD ACTION

A. PROFESSIONAL APPOINTMENTS

1. It is recommended that members of the Monroe Township Board of Education approve Wolff, Helies, Spaeth & Lucas, PA, 2517 Highway 35, Manasquan, New Jersey 08736 to provide legal services through our insurance carrier in the matter entitled Manhary v. Monroe Township Board of Education, Dkt. No. EM08NE-65585, at an hourly rate of \$145.00 up to a deductible of \$15,000.00.

2. It is recommended that members of the Monroe Township Board of Education approve Joyce Kay as a Music Consultant for the MTMS 2016 Spring Concert for a fee of \$400.00.

B. *CONTRACT - NORMANDY STUDIO, INC.

It is recommended that the members of the Monroe Township Board of Education approve Normandy Studio, Inc. 400 Corporate Court, Suite F, South Plainfield, NJ 07080 as the portrait photographer for the Monroe Township High School for the 2016-2017 school year as stated in the previously submitted agreement.

C. *RESOLUTION AWARDING CONTRACT FOR EXTRAORDINARY UNSPECIFIABLE SERVICES FOR A FIXED ASSETS INVENTORY

WHEREAS, N.J.S.A. 18A:18A-5(a) (2) provides that a board of education may award a contract for unspecifiable services without competitive bidding, provided that the board shall in each instance state supporting reasons for its action in the resolution awarding the contract; and

WHEREAS, Monroe Township Board of Education requires the services of an appraisal firm to perform and update a fixed assets inventory; and

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

WHEREAS, American Appraisal Associates agreed to work with staff to provide the development of detailed property records to support the capital asset reporting requirements of the Governmental Accounting Standards Board (GASB) Statement No. 34 (GASB 34); and

WHEREAS, American Appraisal Associates will provide an updated capital assets record to assist in regard to (a.) achieving property accountability and stewardship of assets, and (b.) to obtain a valuation of assets in compliance with the requirements of GAAP, GASB 34, and GAAFR; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe Township Board of Education that it hereby awards a contract in the amount of \$15,200 to American Appraisal Associates in accordance with its previously submitted written proposal for the 2015-2016 school year.

D. TRAVEL EXPENDITURE RESOLUTION

WHEREAS, the Monroe Township Board of Education is required pursuant to N.J.S.A. 18:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, 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:

Board Member	Title of Program	Dates of Program	Transportation Reimbursement Mileage, Tolls & Parking	Program Fee
Marvin Braverman	Centre Drive Monroe Township, NJ	May 10, 2016	\$5.00	No fee for NJSBA Members

E. *CONTRACT- SUN NATIONAL BANK CENTER

It is recommended that the members of the Board of Education authorize and approve the previously submitted contract with Sun National Bank Center for a fee of \$8,000 for the 2016 graduation commencement services.

F. BID AWARD – ROOF REPLACEMENT FOR WOODLAND ELEMENTARY SCHOOL

WHEREAS, the Monroe Township Board of Education advertised for bids for the Roof Replacement for Woodland Elementary School (“Project”); and

WHEREAS, on February 24, 2016, the Board received seven (7) bids for the Project, as reflected on the attached bid tabulation sheet; and

WHEREAS, the lowest responsible bid for the Project was submitted by Integrity Roofing, Inc. (“Integrity”) in the amount of \$924,340.00; and

WHEREAS, the bid submitted by Integrity is responsive in all material respects and the Board is desirous of awarding the contract for the Project to Integrity.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards the contract for the Roof Replacement for Woodland Elementary School to Integrity Roofing, Inc., 1385 Witherspoon Street, Rahway, New Jersey 07065 in a total contract sum of \$924,340.00 in accordance with its Proposal and the Board's specifications.

G. *PAYSERV INC. – RESCINDING SERVICES

It is recommended that the Board of Education amend the Board’s resolution dated June 17, 2015 approving PayServ, Inc. to provide payroll and staff attendance processing services for fiscal year 2015-2016 to provide for the retroactive termination of such services by PayServ, Inc. effective April 30, 2016, or on an earlier date as determined necessary by the Business Administrator/Board Secretary, as a result of the failure of PayServ, Inc. to satisfactorily perform such services. The Board President and the Business Administrator/Board Secretary are hereby authorized and directed to take all necessary steps to implement this action by the Board of Education.

H. *CONTRACT - ADP, LLC

WHEREAS, the Monroe Township Board of Education has an emergent need for the provision of payroll and staff attendance processing services as a result of the failure of the Board’s current provider, PayServ, Inc., to satisfactorily perform such services, which unduly jeopardized the payroll processing operations for over 1,100 Board employees in the District; and

WHEREAS, the Board has determined that ADP, LLC has the capability to satisfactorily provide the aforementioned services to the Board of Education and that the services provided by ADP, LLC will improve the efficiencies of the payroll and staff attendance processing operations in the District; and

WHEREAS, the Board has successfully negotiated a 35% discount on the services to be provided by ADP, LLC; and

WHEREAS, it has been determined that the required services are for the provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software and are thus an exception to the requirement for advertising pursuant to N.J.S.A. 18A:18A-5a(19).

NOW, THEREFORE BE IT RESOLVED, that the Monroe Township Board of Education hereby awards a contract to ADP, LLC, One ADP Boulevard, Roseland, New Jersey 07068 retroactive to March 23, 2016, subject to fluctuating employee composition in the District, as follows:

Year 1:	\$147,567.77 + \$24,300.00 Implementation Cost = \$171,867.77
Years 2-4:	\$147,567.77

BE IT FURTHER RESOLVED that the Board President and the Business Administrator/Board Secretary are hereby authorized and directed to take all necessary steps to implement this action by the Board of Education.

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

Michael C. Gorski, CPA
Prepared by

April 13, 2016
Meeting Date

11. BOARD PRESIDENT’S REPORT
12. OTHER BOARD OF EDUCATION BUSINESS
13. PUBLIC FORUM (See Note 3 below)
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 the 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):

- Harassment, Intimidation and Bullying
- Personnel Matter

Following closed session, action may be taken. The discussion conducted in closed session can be disclosed to the public at such time as the need for confidentiality no longer exists.

15. PUBLIC FORUM (See Note 3 below)
16. NEXT SCHEDULED BOARD OF EDUCATION MEETING

Wednesday, April 27, 2016 7:00 p.m. Monroe Township High School

17. ADJOURNMENT

NOTES

Note 1: 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 recorders, still or movie cameras, or videotape cameras only when notice of such intended use has been given to the Board Secretary one day in advance of the meeting. Any video recording device must be located and operated from inconspicuous locations in the meeting room as determined by the presiding officer of the meeting. The presiding officer may also limit the number of video recording devices if he/she determines the number and position of the video recording devices will be an unnecessary intrusion to the meeting. In this event, preference will be given based on the order in which prior notice requesting to record the meeting was provided to the Board Secretary.

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.

Note 2: The Jamesburg Representative shall be eligible to vote on only those matters specifically designated in N.J.S.A 18A:38-8.1, as follows:

- (1) Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the pupils of the sending district.
- (2) New capital construction to be utilized by sending district pupils.
- (3) Appointment, transfer or removal of teaching staff members providing services to pupils of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff; and
- (4) Addition or deletion of curricular and extracurricular programs involving pupils of the sending district.

To the extent the Jamesburg Representative inadvertently votes on any other matter, his vote shall not be counted.

Note 3: 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.

***The Jamesburg Representative is only eligible to vote on the items delineated by an asterisk in the Superintendent's and Business Administrator/Board Secretary's Board Action section of the Agenda pursuant to N.J.S.A. 18A:38-8.1.**