

MONTVILLE TOWNSHIP BOARD OF EDUCATION
Special Meeting Agenda
June 30, 2009
Executive Session 7:00 p.m., Public Session 8:00 p.m.
Board Conference Room

A. _____ called the meeting to order at ____ p.m.

ROLL CALL:

| | <u>Present</u> | <u>Absent</u> |
|-------------------|----------------|---------------|
| Mr. Alin | _____ | _____ |
| Dr. Cortellino | _____ | _____ |
| Mr. Demetropoulos | _____ | _____ |
| Mr. Feaster | _____ | _____ |
| Mr. Grau | _____ | _____ |
| Dr. Kayne | _____ | _____ |
| Mr. Palma | _____ | _____ |
| Mr. Przetak | _____ | _____ |
| Mrs. Ritschel | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |

Student Representative

Student Representative

B. PLEDGE OF ALLEGIANCE

C. READING OF THE NEW JERSEY OPEN PUBLIC MEETING LAW STATEMENT

D. CLOSED SESSION (If Necessary)

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the board of education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED, the board of education adjourns to closed session to discuss: (select one or more)

- 1) *specific prospective or current employees unless all who could be adversely affected request an open session*
and be it

FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

E. PRESENTATIONS

- **Turf The Valley**

G. STANDING COMMITTEE REPORTS

None.

H. PUBLIC PARTICIPATION (For items on the agenda only)

*******ACTION AGENDA*****
June 30, 2009**

I. MINUTES

None

J. ADMINISTRATIVE

None

K. FACILITIES / FINANCE / CENTRAL OFFICE RELOCATION COMMITTEE

Mr. Grau – Chair, Mr. Feaster, Mr. Przetak

Motion by Member _____, seconded by Member _____, to accept the recommendation of the superintendent and adopt the following:

K.1 Construction Contract Bid Award: High School Roof Replacement – (ER Barrett)

WHEREAS, on June 10, 2009, the Montville Township Board of Education (“Board”) held a public bid opening for the award of a contract for the following project: Montville High School Partial Roof Replacement (“Project”); and

WHEREAS, the lowest bid for the Project was submitted by ER Barrett, Inc. (“ER Barrett”), Newark, New Jersey, with a base bid in the amount of Nine Hundred Eighty Nine Thousand Eight Hundred Sixty Dollars (\$989,860.00), a bid for Alternate #1 (Penthouse roof replacement) for an amount of Forty Nine Thousand Five Hundred Dollars (\$49,500.00), a bid for Alternate #2 (Re-flash Penthouse roof perimeter) in the amount of Four Thousand Dollars (\$4,000.00), a bid for Alternate #3 (Repair blistering roof area) in the amount of Three Thousand Five Hundred Dollars (\$3,500.00), and a bid for Alternate #4 (Re-flash Gymnasium roof perimeter) in the amount of Twenty Eight Thousand Five Hundred Fifteen Dollars (\$28,515.00) for a total Contract bid of One Million Seventy Five Thousand Three Hundred Seventy Five Dollars (\$1,075,375.00); and

WHEREAS, upon a review and analysis of ER Barrett’s bid, the Board, upon consultation with its design professional, determined ER Barrett to be the lowest responsive and responsible bidder; and

WHEREAS, the Board’s counsel has determined ER Barrett’s bid to be awardable.

NOW, THEREFORE, BE IT RESOLVED, that in accordance with the provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., the Montville Township Board of Education hereby awards a contract for the Montville High School Partial Roof Replacement to **ER Barrett, Inc.** for a total contract sum of **One Million Seventy Five Thousand Three Hundred Seventy Five Dollars (\$1,075,375.00)**, which includes a base bid in the amount of Nine Hundred Eighty Nine Thousand Eight Hundred Sixty Dollars (\$989,860.00), a bid for Alternate #1 (Penthouse roof replacement) for an amount of Forty Nine Thousand Five Hundred Dollars (\$49,500.00), a bid for Alternate #2 (Re-flash Penthouse roof perimeter) in the amount of Four Thousand Dollars (\$4,000.00), a bid for Alternate #3 (Repair blistering roof area) in the amount of Three Thousand Five Hundred Dollars (\$3,500.00), and a bid for Alternate #4 (Re-flash Gymnasium roof perimeter) in the amount of Twenty Eight Thousand Five Hundred Fifteen Dollars (\$28,515.00); and

BE IT FURTHER RESOLVED, that the Business Administrator is hereby authorized to return the bid bonds to all but the three (3) lowest bidders; and

BE IT FURTHER RESOLVED, that the Board’s counsel is authorized to prepare the Contract for the Project, transmit same to ER Barrett, and obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon receipt of a fully executed Agreement, as well as the insurance certificate, bonds, and other documents required by the Contract, the Business Administrator is authorized to return the remaining bid bonds.

K.2 Construction Contract Bid Award: Central Office Relocation Project – (Crosson)

WHEREAS, on June 24, 2009, the Montville Township Board of Education (“Board”) held a public bid opening for the award of a contract for the following project: Building Renovations, Montville Township Old Town Hall (“Project”); and

WHEREAS, the lowest bid for the Project was submitted by Crosson Construction Co., Inc. (“Crosson”), Red Bank, New Jersey, with a total contract price in the amount of One Million One Hundred Ninety Seven Thousand Dollars (\$1,197,000.00); and

WHEREAS, upon a review and analysis of Crosson’s bid, the Board, upon consultation with its design professional, determined Crosson to be the lowest responsive and responsible bidder; and

WHEREAS, the Board’s counsel has determined Crosson’s bid to be awardable.

NOW, THEREFORE, BE IT RESOLVED, that in accordance with the provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., the Montville Township Board of Education hereby awards a contract for the Building Renovations, Montville Township Old

Town Hall Project to **Crosson Construction Co., Inc.** for a total contract sum of **One Million One Hundred Ninety Seven Thousand Dollars (\$1,197,000.00)**; and

BE IT FURTHER RESOLVED, that the Business Administrator is hereby authorized to return the bid bonds to all but the three (3) lowest bidders; and

BE IT FURTHER RESOLVED, that the Board’s counsel is authorized to prepare the Contract for the Project, transmit same to Crosson, and obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon receipt of a fully executed Agreement, as well as the insurance certificate, bonds, and other documents required by the Contract, the Business Administrator is authorized to return the remaining bid bonds.

K.3 Postage Meter Contract – Pitney Bowes

RESOLVED, that the Montville Township Board of Education approve a postage meter maintenance and rental equipment contract with Pitney Bowes Inc., for 51 months from July 1, 2009 to September 30, 2013, at a monthly cost of \$386.00.

K.4 Renewal of Student / Athletic Accident Insurance

RESOLVED, that the Montville Township Board of Education approve the renewal of its Student Accident Insurance policy (excess coverage only) for the 2009-2010 school year through the Life Insurance Company of North America at renewal premiums of \$7,000.00 and \$2,200.00 for basic coverage and catastrophic coverage, respectively. Policies are effective August 1, 2009.

BE IT FURTHER RESOLVED, that the voluntary student accident insurance program be administered through Life Insurance Company of North America for the 2009-10 school year.

K.5 MEDLC Fees for 2009-2010

RESOLVED, that the Montville Township Board of Education approve the following Montville Extended Learning Center (MEDLC) per child payment schedule for the 2009-2010 school year, representing no change in fees from the previous year.

| Weekly Basis | 5 Days/Week | 4 Days/Week | 3 Days/Week | 2 Days/Week | 1 Day/Week |
|---|--------------------|--------------------|--------------------|--------------------|-------------------|
| Before/After School | \$224.00 | \$179.00 | \$134.00 | \$ 89.00 | \$ 45.00 |
| Before School Only | \$ 83.00 | \$ 67.00 | \$ 50.00 | \$ 33.00 | \$ 17.00 |
| After School Only | \$203.00 | \$162.00 | \$122.00 | \$ 81.00 | \$ 41.00 |
| Before/After School 3:45 p.m. Pick-up | \$104.00 | \$ 83.00 | \$ 62.00 | \$ 42.00 | \$ 21.00 |
| After School 3:45 p.m. Pick-up | \$ 83.00 | \$ 67.00 | \$ 50.00 | \$ 33.00 | \$ 17.00 |

K.6 School Wires Web Hosting Agreement

RESOLVED, that the Montville Township Board of Education approve an annual **Web Hosting Agreement**, including software licensing and training, with Schoolwires, Inc. in the amount of \$28,881.75.

K.7 Transfer to Capital Reserve Account: 2008-2009

WHEREAS, NJSA 18A: 7F-41 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Montville Township Board of Education wishes to deposit anticipated current year surplus into the Capital Reserve account at year end, and

WHEREAS, the Montville Township Board of Education has determined that \$225,000 is available for such purpose of transfer.

NOW THEREFORE BE IT RESOLVED, that the Montville Township Board of Education hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

L. PERSONNEL COMMITTEE

Mr. Demetropoulos – Chair, Mrs. Ritschel, Mr. Palma

Motion by Member _____, seconded by Member _____, to accept the recommendation of the superintendent and adopt the following:

RESOLVED, that the Montville Township Board of Education approve the following:

(NOTE: Approval of this resolution authorizes the superintendent to submit to the county superintendent applications for emergent hiring and the applicant’s attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. Seq., N.J.S.A. 18A:39-17 et. Seq., or N.J.S.A. 18A:6-4.13 et. Seq. for those employees listed below: (All appointments are contingent upon receipt of proper teaching certification, and all salary placements are pending receipt of college transcripts verifying degree status and letter stating years of service in other districts, *denotes mentoring required.)

L.1 Summer Appointments

RESOLVED, that the Montville Township Board of Education approve the following:

| Code | Name | Action | Position | Deg /Step | Salary | Loc. | Date Effective | Date Term. | Discussion |
|------|------------------|---------|--------------------|-----------|----------------|----------|----------------|------------|------------------------|
| 1 | Petonik, Zachary | Approve | Summer Maintenance | | \$10.00 hourly | District | 7/01/2009 | 8/30/2009 | Not to exceed 40 hours |
| 2 | Lindert, Sean | Approve | Summer Maintenance | | \$10.00 hourly | District | 7/01/2009 | 8/30/2009 | Not to exceed 40 hours |

M. GENERAL BOARD COMMENTS / DISCUSSION

- **Personnel Items**

N. PUBLIC PARTICIPATION

O. ADJOURNMENT

*Board of Education Meetings are televised every other Saturday
Channel 77
4:00 pm – 6:00 pm*

MONTVILLE TOWNSHIP BOARD OF EDUCATION
Special Session Action Agenda Addendum
June 30, 2009

– ADDENDUM –

J. ADMINISTRATIVE

Motion by Member _____, seconded by Member _____, to accept the recommendation of the superintendent and adopt the following:

The following are additions to section J. on the June 30, 2009 Action Agenda:

J.1 Building Lease Approval: 86 River Road, Montville, NJ

WHEREAS, the Montville Board of Education (“Board”) currently leases a portion of a building located at 328 Changebridge Road, Montville, New Jersey 07045 for use as the Board’s administrative offices; and

WHEREAS, the Board has determined to seek a longer term arrangement for the housing of its administrative offices; and

WHEREAS, the Township of Montville (the “Township”) has offered to make available to the Board for a twenty-five year term (with an option to renew for an additional twenty-five year term) a portion (approximately 7,500 square feet of space) of a building owned by the Township located at 86 River Road, in the Township of Montville, NJ, (the “Property”) for use as administrative offices in exchange for the annual rental amount of one dollar; and

WHEREAS, the Board held a public hearing on February 10, 2009, concerning said proposed lease in accordance with N.J.A.C. 6A:26-10.11; and

WHEREAS, the New Jersey Department of Education, in a letter dated April 16, 2009, approved the form of said lease for execution by the Board in accordance with the provisions of N.J.S.A. 18A:20-4.2(e), which requires such approvals for any lease in excess of five years; and

WHEREAS, the Board has negotiated a Rider to said Lease addressing the division of Township funding for asbestos removal and demolition work as between the Board and the Montville Township Fire District, a copy of which Rider is attached hereto.

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

1. The Board hereby authorizes and directs the Board President to execute on the Board’s behalf the Lease negotiated with the Township of Montville, in the form approved by the New Jersey Department of Education, for a portion of the property located at 86 River Road in the Township of Montville; and also

2. The Board hereby authorizes and directs the Board President to execute on the Board’s behalf the Rider to the Lease Agreement addressing the allocation of Township funding between the Board and the Township Fire District in the form attached hereto.

J.2 Superintendent Search Services

WHEREAS, the Montville Township Board of Education (“Board”) solicited proposals to engage a consultant to assist in an executive search for a new superintendent (“Services”) ; and **WHEREAS**, on June 3, 2009, Leadership Advantage, LLC, c/o the Institute for Education Leadership of Seton Hall University (“Leadership Advantage”) submitted a proposal to provide these Services; and

WHEREAS, the Board of Education has the authority to contract for the Services without public bidding pursuant to N.J.S.A. 18A:18A-1 et seq.;

NOW THEREFORE BE IT RESOLVED, that the Montville Township Board of Education hereby awards a contract for Superintendent Search Services to Leadership Advantage, LLC c/o the Institute for Education Leadership of Seton Hall University for an amount not to exceed Eighteen Thousand Five Hundred Dollars (\$18,500.00) from June 30, 2009 through the successful completion of the services; and be it further

RESOLVED, that the Board President be and hereby is authorized to execute the Agreement on behalf of the Board of Education.

L. PERSONNEL COMMITTEE

Motion by Member _____, seconded by Member _____, to accept the recommendation of the superintendent and adopt the following:

The following are revisions to section L.1. on the June 30, 2009 Action Agenda:

L.1 Summer Appointments

RESOLVED, that the Montville Township Board of Education approve the following:

| Code | Name | Action | Position | Deg /Step | Salary | Loc. | Date Effective | Date Term. | Discussion |
|------|------------------|---------|--------------------|-----------|----------------|----------|----------------|------------|---|
| 1 | Petonak, Zachary | Approve | Summer Maintenance | | \$10.00 hourly | District | 7/1/2009 | 8/30/2009 | Not to exceed 40 hr/wk; payable by submission of timesheets |
| 2 | Lindert, Sean | Approve | Summer Maintenance | | \$10.00 hourly | District | 7/1/2009 | 8/30/2009 | Not to exceed 40 hr/wk; payable by submission of timesheets |

The following are additions to section L. on the June 30, 2009 Action Agenda:

L.2 Resignations, Retirements, Terminations

RESOLVED, that the Montville Township Board of Education approve the following:

| Code | Name | Action | Position | Loc. | Date Eff. | Discussion |
|------|------------------|-------------|----------------------------------|-----------------|-----------|----------------------|
| 1 | Dillon, Lorraine | Resignation | Assistant Business Administrator | Business Office | 8/31/09 | Letter dated 6/29/09 |

L.3 **RESOLVED**, that the Montville Township Board of Education rescind the May 12, 2009 resolution in Document L.12.4 to appoint Thomas Downs for the 2009 – 2010 school year.