

**FINAL AGENDA FOR
BUSINESS MEETING**

**October 8, 2020
Executive Session – 6:00 PM
Public Session – 7:00 PM
Administration Building**

I. CALL TO ORDER

Salute to Flag – Board President
Roll Call - Board Secretary

_____	Ms. Cherry	_____	Mrs. Hobson	_____	Mr. Laughlin
_____	Dr. Connors	_____	Mr. Johnson	_____	Mr. Patel
_____	Mr. Fields	_____	Mrs. Lane	_____	Ms. Smith

II. NOTIFICATION ANNOUNCEMENT

HEREBY BE IT KNOWN that the Piscataway Township Board of Education has complied with the notification requirements of the Open Public Meetings Act for the announcement of this meeting date and place on October 5, 2020 in the following manner:

- ◆ Posting of the public notice on the posting board for the Board of Education in the Administration Building
- ◆ Email notification to the newspaper serving Piscataway, The Home News Tribune
- ◆ Email notification filed with the Municipal Clerk at the Municipal Building on Hoes Lane

Due to the declaration of a Public Health Emergency and State of Emergency by the Governor of the State of New Jersey, this meeting is being conducted via video conference and will be recorded. This recording is not an official record or supplement to the minutes and is intended only as a source of information that the public might utilize at a later date to familiarize themselves with the Board's activities.

III. EXECUTIVE SESSION

BE IT RESOLVED that the Board adjourn to executive session for the purpose of review and discussion of the personnel agenda, litigation, HIB monthly reports, and other matters pursuant to law N.J.S.A. 10:4-12(b).

Motion to adjourn:

Moved _____	Seconded _____
Yea _____	Nay _____

IV. PUBLIC SESSION

BE IT RESOLVED that the Board reconvenes public session.

Motion to reconvene:

Moved _____	Seconded _____
Yea _____	Nay _____

V. STUDENT PRESENTATION

VI. STUDENT REPRESENTATIVES' REPORT

VII. PRESIDENT'S REPORT

VIII. SUPERINTENDENT'S REPORT

IX. PERSONNEL & LABOR RELATIONS – Calvin Laughlin

BE IT RESOLVED that the following motions, identified as items “” through “”, be approved as presented:

	Moved _____		Seconded _____	
	<u>Vote</u>		<u>Vote</u>	
Ms. Cherry	_____	Mr. Johnson	_____	Ms. Smith
Dr. Connors	_____	Mrs. Lane	_____	Mr. Patel
Mr. Fields	_____	Mr. Laughlin	_____	Mrs. Hobson
	Yea _____	Nay _____	Abstain _____	

X. COMMITTEE REPORTS

XI. APPROVAL OF MINUTES – Ralph Johnson

BE IT RESOLVED that the following minutes be approved as submitted:

Business Meeting	September 10, 2020
Executive Session	September 10, 2020

Moved _____	Seconded _____
Yea _____	Nay _____

XII. PUBLIC COMMENTS FROM THE FLOOR

The Board of Education recognizes the value of public comment on educational issues and school matters of community interest. In support of this position, the law establishes a period of public comment at every Board meeting.

Individuals wishing to speak must state their name and address. Comments are limited to three minutes' duration, but an individual may speak a second time after all others who wish to speak on the topic have been heard. The Board may require that individuals register to speak prior to the beginning of the meeting. Participants may submit written material in support of their position.

All statements and/or questions shall be directed to the presiding officer and no participant may address or question Board members individually. All speakers are requested to express themselves in a civil manner, with due respect for the dignity and privacy rights of others whose legal rights may be affected.

Please note: While it is not the Board’s intention to stifle comment on matters of legitimate concern to the school community, the public should be aware that if their statements violate the rights of others under the law governing defamation or invasion of privacy, they may face personal liability to the injured party. If speakers are uncertain of the legal ramifications of their comments, the Board urges them to seek guidance beforehand from their own legal advisor.

Motion to close:

Moved _____ Seconded _____
Yea _____ Nay _____

XIII. FISCAL PLANNING & OPERATIONS – Tom Connors

BE IT RESOLVED that the following motions, identified as items “A” through “K”, be approved as presented:

A. APPROVAL OF MONTHLY DISBURSEMENTS

Explanation: Pursuant to N.J.S.A. 18A:19-2

BE IT RESOLVED that the following disbursements for the month of September, 2020 be approved as indicated:

Operating Account	
General Fund	\$ 3,547,480.84
Special Revenue Fund	\$ 631,434.26
Debt Service Fund	\$ 0.00
Food Services Fund	\$ 32,483.35
Adult & Community Education Fund	\$ 94,120.52
Payroll: September 15, 2020	\$ 3,634,631.78
Payroll: September 30, 2020	\$ 3,646,231.90
Capital Projects Fund	\$ 0.00
Self-Insurance Fund	\$ 1,581,673.09
Total	\$ 13,168,055.74

B. APPROVAL OF SECRETARY’S/TRANSFERS/CASH RECONCILIATION REPORTS

1.Explanation: Pursuant to N.J.S.A. 18A:17-9

BE IT RESOLVED that the following reports be approved and filed for audit:

Secretary’s/Transfers Report August, 2020

AND BE IT FURTHER RESOLVED that the above report be accepted as submitted and that no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10 and that sufficient funds are available to meet the district financial obligations for the remainder of the fiscal year.

2. *Explanation: Pursuant to N.J.S.A. 18A:17-9*

BE IT RESOLVED that the following report be approved and filed for audit:

Cash Summary Report August, 2020 Dated: August 31, 2020

C. APPROVAL OF PHONE SYSTEM MAINTENANCE CONTRACT

BE IT RESOLVED that the Piscataway Township Board of Education approves a contract with Avaya, Inc. for maintenance and support services on proprietary hardware, software and voice mail communication equipment in the amount of \$104,707.92 for the period October 1, 2020 through September 30, 2023 in accordance with N.J.S.A. 18A:18A-5 and N.J.S.A. 18A:18A-42.

D. APPROVAL OF PROPRIETARY COMPUTER SERVICES CONTRACT

Explanation:

N.J.S.A. 18A:18A-5 authorizes the award of contract without public advertising for the provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software.

BE IT RESOLVED that the Piscataway Township Board of Education approves the following contract for the 2020 - 2021 school year:

Tyler Technologies for Versatrans Transportation Management software at a cost of \$10,200.34

E. APPROVAL OF EQUIPMENT REPAIR SERVICE CONTRACT

Explanation:

N.J.S.A. 18A:18A-5 authorizes the award of contract without public advertising for equipment repair, service and parts.

BE IT RESOLVED that the Piscataway Township Board of Education approves the following contract for the 2020 - 2021 school year:

The Tustin Group DBA Tilly Fire Solutions - for preventive maintenance on district fire alarm equipment in the amount of \$14,750. Equipment repair services for the fire alarms under the preventive maintenance agreement at the rates on file.

F. APPROVAL OF THE NEW JERSEY EDUCATORS HEALTH PLAN AND COBRA PREMIUM RATES

Explanation:

P.L. 2020, c.44 requires all school districts to offer a state designed New Jersey Educators Health Plan (NJEHP) alongside its existing health benefit programs. Existing employees as of June 30, 2020 have the option to choose their health benefits plan. New employees hired on or after July 1, 2020 must enroll in the NJEHP. Employees enrolled in the NJEHP will make contributions towards the cost of their plan based on a percentage of their salary. The District's health insurance broker, Brown & Brown Benefit Advisors, in conjunction with the plan administrators, the District Business Office, and the District Human Resources Department, have developed COBRA premium rates for the NJEHP.

BE IT RESOLVED that per the requirements of P.L.2020 c. 44 and the recommendation of its group insurance broker-of-record, Brown & Brown Benefit Advisors, the Piscataway Township Board of Education approves the New Jersey Educators Health Plan (NJEHP) as an additional health benefits plan option offered to employees under the terms of the agreements with Meritain Health/Aetna and Express Scripts; and

BE IT FURTHER RESOLVED that per the recommendation of its group insurance broker-of-record, Brown & Brown Benefit Advisors, the Piscataway Township Board of Education hereby resolves, effective January 1, 2021 through June 30, 2021, to set the COBRA premium rates for the NJEHP as follows:

<u>Medical</u>	<u>Monthly</u>	<u>Prescription</u>	<u>Monthly</u>
Single	\$ 695.70	Single	\$ 171.77
P/C	\$ 1,127.03	P/C	\$ 298.93
Couple	\$ 1,523.58	Couple	\$ 374.45
Family	\$ 1,913.18	Family	\$ 458.50

G. RECOMMENDATION TO DECLARE EQUIPMENT OBSOLETE FOR PURPOSES OF DISPOSAL

1. *Explanation:*

The Curriculum and Instruction Department (Broadcast Media Suite) has reviewed its inventory of equipment and determined that the following items have exceeded their useful life and no longer provide any value to the district.

QUANTITY	EQUIPMENT
1	Large black rack w/2 drawers
1	Large Cedar Chest
1	Yamaha graphic equalizer
2	Panasonic RC 60 rack mountable CCU
1	Panasonic 1388 13" monitor
1	Panasonic 1030 13" monitor (PWAY tag# 17407)
1	Sharp 13" monitor
2	Panasonic BT-S901Y 9" monitor (PWAY tag# 13176, 13177)
1	Sony RM 440 Editing Control Unit
1	Panasonic 8500 Editing Console (large)
1	Panasonic 6300 SVHS Recorder (large)
1	Panasonic 7750 VHS Recorder (large) (PWAY tag# 13170)
1	JVC Mini DV Deck – label VTR 7
2	Sony DSR 45 DVCAM recorder
1	Sony DSR-40 DVCAM player - label DVCAM 2
1	Sony DSR 25 DVCAM Recorder
1	Large Camcorder Panasonic Supercam (PWAY tag# 30479)
1	Large Camcorder Panasonic 7460
1	Large Camcorder Canon XL1
1	Panasonic VHS PV 57670
1	Sony DVD player RDR-GX355
1	Zenith VTRE 422 VHS player
1	RCA DVD/VHS combo player
1	HP 4200 CPU
3	PC keyboards

2. Explanation:

The Athletic Department at Piscataway High School has reviewed its inventory of equipment and determined that the following items have exceeded their useful life and no longer provide any value to the district.

QUANTITY	EQUIPMENT
2	Indoor wooden bleachers – mobile, retractable

BE IT RESOLVED that the Piscataway Township Board of Education declares the above equipment obsolete and authorizes the Business Administrator to sell the equipment at a public sale, including the use of an online auction website, and if no bids are received, the equipment is deemed to have no estimated fair value and is approved for disposal.

H. DESIGNATION AND AWARD OF PROFESSIONAL SERVICES CONTRACT: ARCHITECT

BE IT RESOLVED that the Piscataway Township Board of Education enters into a professional services contract pursuant to N.J.S.A. 18A:18A-5a(1) with Spiezle Architectural Group for architectural and engineering services for the Early Childhood Learning Center Fit Out at 275 Old New Brunswick Road, Piscataway, NJ for a lump sum fee not to exceed \$479,000 plus reimbursable expenses.

I. APPROVAL OF SUBMISSION OF CAPITAL PROJECT TO NEW JERSEY DEPARTMENT OF EDUCATION

BE IT RESOLVED that the Piscataway Township Board of Education approves the submission of the Early Childhood Learning Center Fit Out at 275 Old New Brunswick Road, Piscataway, NJ 08854 to the New Jersey Department of Education, DOE State Project # 23-4130-X07-21-1200, for review and Department approval of an “other capital project” with no state funding and which is consistent with the 2020 approved long range facilities plan. Further, the Board authorizes Spiezle Architectural Group Inc, to make the submission to the Department of Education on behalf of the district.

J. APPROVAL OF UPDATE OF LONG RANGE FACILITIES PLAN

BE IT RESOLVED that the Piscataway Township Board of Education approves the major amendment of the 2005-2018 Long Range Facilities Plan to address the five-year reporting requirements and to be consistent with proposed school facilities projects. Further, the Board authorizes Spiezle Architectural Group Inc, to make the submission to the Department of Education on behalf of the district.

K. APPROVAL OF LEASE AGREEMENT

Explanation:

The Piscataway Township Board of Education receives Preschool Education Aid to assist the District in providing early childhood services to eligible preschool children in Piscataway. Anticipated growth in the program has necessitated additional space for instruction. District Administration reviewed various facility options in Piscataway and identified an office building that will be built-out to suit our instructional needs. A five year lease agreement has been negotiated with the property owner.

BE IT RESOLVED that the Piscataway Township Board of Education approves the execution of a lease agreement with SRP 275 ONBR LLC for approximately 42,800 square feet at 275 Old New Brunswick Road, Piscataway, NJ commencing on the delivery of the premises (estimated to be September 1, 2021) for a five year period in accordance with the terms and agreement in a contract acceptable to the Board Attorney and Business Administrator and kept on file in the office of the Board Secretary.

Moved _____ Seconded _____

Vote Vote Vote

Dr. Connors _____	Mrs. Lane _____	Ms. Cherry _____
Mr. Fields _____	Mr. Laughlin _____	Mr. Patel _____
Mr. Johnson _____	Ms. Smith _____	Mrs. Hobson _____

Yea _____ Nay _____ Abstain _____

XIV. POLICY – Brenda Smith

BE IT RESOLVED that the following motion, identified as item “”, be approved as presented:

Moved _____ Seconded _____

Vote Vote Vote

Mr. Fields _____	Mr. Laughlin _____	Dr. Connors _____
Mr. Johnson _____	Ms. Smith _____	Mr. Patel _____
Mrs. Lane _____	Ms. Cherry _____	Mrs. Hobson _____

Yea _____ Nay _____ Abstain _____

XV. CURRICULUM – Shantell Cherry

BE IT RESOLVED that the following motions, identified as items “A” through “D”, be approved as presented:

A. APPROVAL OF CONTRACT FOR THINKMAP, INC.

Explanation:

Vocabulary.com (Thinkmap) is an online vocabulary program that the high school (9-12) and middle schools (6-8) have used for a few years. The program allows teachers to assign vocabulary lists and to develop vocabulary lists based around academic vocabulary or on texts that they are reading. Students complete their work and quizzes online and the program measures their progress. There is an additional incentive in that school results are compared to other schools statewide and nationwide (PHS just finished first in NJ).

BE IT RESOLVED that the Piscataway Township Board of Education approves a contract with Thinkmap Inc. in accordance with terms and agreement on file in the office to the Board Secretary. The annual cost is \$9,000.

B. APPROVAL OF CONTRACT FOR HEINEMANN, FOUNTAS & PINELL

Explanation:

Leveled Literacy Intervention is a Heinemann product we are making unilateral across the K-5 Support Specialist classrooms. Heinemann is used in the General Education classrooms with Teachers College. The LLI product allows for Support Specialists to work congruently with one another as well as the general education teachers in supporting their students.

B. APPROVAL OF TUITION CONTRACT

Explanation:

Due to our expansive offerings in special education in-district programs and the excellent reputation of our teachers, several school districts have requested consideration for placement in available classroom openings.

BE IT RESOLVED that the Piscataway Township Board of Education approves the tuition contract between the Edison Board of Education as the sending district and the Piscataway Township Board of Education as the receiving district for a prorated tuition cost of \$32,498 for a special education student commencing on September 23, 2020 and terminating on June 17, 2021 as follows:

Student #	Tuition	Counseling	TOTAL
883462	\$31,013	\$1,485	\$32,498

C. APPROVAL OF CONTRACTED SERVICES

Explanation:

The following resolution reflects the need for contracts with outside service providers on the part of the Office of Pupil Services. This contract is necessary in order to ensure the continuation of counseling and guidance services to students at Piscataway High School.

BE IT RESOLVED that the Piscataway Board of Education approve the following resolution for contracted services:

Pamela Travis be contracted to provide Counseling services beginning October 26, 2020 at Piscataway High School at a rate of \$350 a day for the remainder of 2020-2021 school year.

Moved _____ Seconded _____

<u>Vote</u>		<u>Vote</u>		<u>Vote</u>
Mrs. Lane _____	Ms. Cherry _____	Mr. Johnson _____		
Mr. Laughlin _____	Dr. Connors _____	Mr. Patel _____		
Ms. Smith _____	Mr. Fields _____	Mrs. Hobson _____		

Yea _____ Nay _____ Abstain _____

VII. ADMINISTRATIVE & AUXILIARY – Kimberly Lane

BE IT RESOLVED that the following motions, identified as items “A” through “D”, be approved as presented:

A. ACCEPTANCE AND APPROVAL OF EMERGENCY AND CRISIS MANAGEMENT PLAN

Explanation:

Pursuant to N.J.A.C. 6A:16-5.1 – School Safety Plans, the State requires approval of the district’s Emergency and Crisis Management Plan and to provide evidence of annual review of its effectiveness.

BE IT RESOLVED that the Piscataway Township Board of Education accepts and approves the Emergency and Crisis Management Plan for the 2020-2021 school year for the purpose of fulfilling the requirement of the law.

B. ACCEPTANCE OF REVISED DONATION

BE IT RESOLVED that the donation from the Piscataway Education Foundation previously accepted by the Piscataway Township Board of Education on August 13, 2020 is hereby revised from \$87,000 to \$82,000 with no change to the 12 approved grant applications and the Superintendent is hereby authorized to accept the donation.

C. APPROVAL OF CONTRACTED SERVICES

BE IT RESOLVED that the following Community Education contracts, contingent upon sufficient enrollment, be approved for the 2020-2021 Virtual After School/Saturday Enrichment Program:

Course	Contractor	Amount	Number of Sessions
CSI Camp	National CSI Camp	\$69.00 per child	5- 90 minute Sessions
Engineering	GoStem Academy	\$54.00 per child	6 – One Hour Sessions
NASA	Mad Science	\$105.00 per child	6 – One Hour Sessions
Scratch	SteamWorks Studio	\$78.00 per child	6- One Hour Sessions
Secret Agent	Mad Science	\$105.00 per child	6– One Hour Sessions
Zumba	Juliet Maldonado	\$60.00 per child	6 One Hour Sessions

D. APPROVAL OF ATTENDANCE OF MEMBERS AND/OR EMPLOYEES OF THE BOARD AT CONFERENCES

WHEREAS, the Piscataway Township Board of Education deems participation in the following conferences by certain members and/or employees of the Board to be educationally necessary and fiscally prudent; and

WHEREAS, the costs aforesaid are and, as they further accrue, will be set forth in detailed documentation on file with the Office of the School Business Administrator;

NOW, THEREFORE, BE IT RESOLVED that the Piscataway Township Board of Education, pursuant to P.L. 2007, c. 53, hereby approves the following travel events. Unless otherwise stated, all costs of registration, travel, meals and lodging are included, to the extent permitted by law.

Name	Conference	Date(s)	Cost Not to Exceed
Dr. Deborah Dawson	NJ-AAP School Health Conference / Virtual	October 14, 2020	\$150.00
Jessica Pritchard	Bringing 21 st Century Science Skills to the Classroom 2020 – Science: The Key to the Future / Virtual	October 17-18, 2020, November 14-15, 2020, January 9-10, 2021, February 6-7, 2021	\$19.00

Lindsay Barna	#AMLE20 Annual Conference / Virtual	October 23, 2020	\$149.99
David Oliveira	DOE Offices of Fiscal Data Services (OFDS) and Fiscal Accountability and Compliance (OFAC) Update and Risk Assessment Tool / Virtual	November 10, 2020	\$25.00
Buddy Previtera	New Jersey Fertilizer Recertification Program / Virtual	November 19, 2020	\$145.00
Cathline Tanis	2020 NCTE Annual Convention / Virtual	November 19-23, 2020	\$360.00

Moved _____ Seconded _____

Vote _____ Vote _____ Vote _____

Mr. Laughlin _____ Dr. Connors _____ Mrs. Lane _____
 Ms. Smith _____ Mr. Fields _____ Mr. Patel _____
 Ms. Cherry _____ Mr. Johnson _____ Ms. Hobson _____

Yea _____ Nay _____ Abstain _____

XVIII. OLD BUSINESS

XIX. NEW BUSINESS

XX. ADJOURNMENT

Motion to adjourn:

Moved _____ Seconded _____
 Yea _____ Nay _____

XXI. MEETING DATES & TIMES (Subject to revision)

2020-2021 SCHEDULE

November 11, 2020	Fiscal Planning & Operations Committee Meeting	7:00 pm
November 12, 2020	Business Meeting	7:00 pm
November 17, 2020	Culture, Climate & Community Relations Committee Meeting	6:30 pm

December 2, 2020	Fiscal Planning & Operations Committee Meeting	7:00 pm
December 3, 2020	Policy / Legislative Committee Meeting	6:30 pm
December 7, 2020	Curriculum Committee Meeting	6:30 pm
December 10, 2020	Business Meeting	7:00 pm
January 7, 2021	Reorganization Meeting	7:00 pm
January 13, 2021	Fiscal Planning & Operations Committee Meeting	7:00 pm
January 14, 2021	Business Meeting	7:00 pm
January 19, 2021	Culture, Climate & Community Relations Committee Meeting	6:30 pm
February 1, 2021	Curriculum Committee Meeting	6:30 pm
February 3, 2021	Fiscal Planning & Operations Committee Meeting	7:00 pm
February 4, 2021	Policy / Legislative Committee Meeting	6:30 pm
February 11, 2021	Business Meeting	7:00 pm
March 3, 2021	Fiscal Planning & Operations Committee Meeting	7:00 pm
March 4, 2021	Policy / Legislative Committee Meeting	6:30 pm
March 11, 2021	Business Meeting	7:00 pm
March 16, 2021	Culture, Climate & Community Relations Committee Meeting	6:30 pm
April 5, 2021	Curriculum Committee Meeting	6:30 pm
April 7, 2021	Fiscal Planning & Operations Committee Meeting	7:00 pm
April 8, 2021	Business Meeting	7:00 pm
April 29, 2021	Business Meeting	7:00 pm
May 5, 2021	Fiscal Planning & Operations Committee Meeting	7:00 pm
May 6, 2021	Policy / Legislative Committee Meeting	6:30 pm
May 13, 2021	Business Meeting	7:00 pm
May 18, 2021	Culture, Climate & Community Relations Committee Meeting	6:30 pm
June 2, 2021	Fiscal Planning & Operations Committee Meeting	7:00 pm
June 3, 2021	Policy / Legislative Committee Meeting	6:30 pm
June 7, 2021	Curriculum Committee Meeting	6:30 pm
June 10, 2021	Business Meeting	7:00 pm

Note: The Board opens its business meetings at 7:00 PM and regularly convenes an executive session to discuss items that are specified in its motion to convene an executive session. The Board normally reconvenes in public session at 8:00 PM. All business meetings of the Board of Education shall be considered action meetings.