

**MONTGOMERY TOWNSHIP BOARD OF EDUCATION**  
**Orchard Hill Elementary School Cafeteria**  
**244 Orchard Road**  
**Skillman, New Jersey 08558**

**BUSINESS MEETING MINUTES**  
**Tuesday, December 17, 2024**  
**6:00 p.m. Executive Session**  
**7:00 p.m. Public Session**

**Call to Order – By Board President Todd at 6:02 p.m.**

Statement of Open Meeting and Public Participation - In accordance with the State's Sunshine Law, adequate notice of this meeting was provided by mailing notice of meeting on January 8, 2024 and December 12, 2024. Notice was provided to Board of Education Members, Montgomery Township Clerk, Rocky Hill Borough Clerk, Public Library, Township Posting, School Posting, PTSA Officers, Courier News, Montgomery News, Princeton Packet, Trenton Times, and The Star Ledger.

The Board reserves the right to enter into Executive Session during all meetings of the Board of Education.

It is the School Board's intention to conclude this meeting at a reasonable hour.

**ROLL CALL**

Michelle Dowling – Present  
Joanna Filak – Present  
Victoria Franco-Herman – Present  
Vanita Nargund – Present

Julius Nunez – Present  
Maria Spina – Present  
Patrick Todd – Present  
Ania Wolecka-Jernigan – Present

Absent: Christina Harris

Also Present: Mary McLoughlin, Superintendent of Schools  
Andrew Italiano, Acting School Business Administrator/Board Secretary

**EXECUTIVE SESSION**

A motion was made by Ms. Spina and seconded by Ms. Dowling to approve the following resolution to convene in Executive Session at 6:04 p.m.

WHEREAS, the Open Public Meetings Act, Chapter 231 of the Laws of 1975 provides that a public body may exclude the public from that portion of a meeting of which the public body discusses certain matters for which confidentiality is required as permitted in Section 7B of the act. WHEREAS, the items that are permitted to be discussed in executive session are as follows:

- 1) a matter rendered confidential by federal or state law
- 2) a matter in which release of information would impair the right to receive government funds
- 3) material the disclosure of which constitutes an unwarranted invasion of individual privacy
- 4) a collective bargaining agreement and/or negotiations related to it
- 5) a matter involving the purchase, lease, or acquisition of real property with public funds
- 6) protection of public safety and property and/or investigations of possible violations or violations of law
- 7) pending or anticipated litigation or contract negotiations and/or matters of attorney-client privilege
- 8) specific prospective or current employees unless all who could be adversely affected request an open session
- 9) deliberation after a public hearing that could result in a civil penalty or other loss

NOW THEREFORE BE IT RESOLVED, that the Board of Education will be discussing items 3, 4, 7 and 8.

Action may take place on these items.

The matters discussed in executive session shall be disclosed to the public when the need for confidentiality no longer exists.

Upon call of the roll, the motion carried unanimously.

**RECONVENE IN OPEN SESSION** – The Board returned from Executive session at 7:01 p.m.

**ROLL CALL**

Michelle Dowling – Present

Joanna Filak – Present

Victoria Franco-Herman – Present

Vanita Nargund – Present

Julius Nunez – Present

Maria Spina – Present

Patrick Todd – Present

Ania Wolecka-Jernigan – Present

Absent: Christina Harris

Also Present: Mary McLoughlin, Superintendent of Schools  
Andrew Italiano, Acting School Business Administrator/Board Secretary

**SALUTE THE FLAG**

**MTSD STUDENT REPRESENTATIVE REPORT** – Ms. Sophia Bush, student representative, reported on the various upcoming activities at school. The first activity was how the Montgomery local health department presented to the students on the risks of vaping and smoking and discoursed such choices. Ms. Bush then reported on the success performance of *A Midsummer Night's Dream* on November 22<sup>nd</sup>, which had a large community turnout. Ms. Bush also reported on the MHS coffee house where there were various musical arts performances that were a success.

**SUPERINTENDENT'S REPORT / PRESENTATIONS**

Ms. McLoughlin stated that the Somerset County Administrative team helped to create a campaign to assist the local food bank to help promote how they collect and distribute food to those in need.

Ms. McLoughlin also reported on the November performance of Shakespeare's *A Midsummer Night's Dream* and how that was a successful event. Other recent events that were reported on were the expression and empowerment group's recent trip to Philadelphia to tour a local museum and the local marketplace area. Ms. McLoughlin reported that winter sports have begun and that the UMS Winter Chorus is looking forward to performing for the school community this winter season. Some final notes are a reminder to come out and support the UMS brass band concert. Also, at OHES, the students are learning about the aspects and cultures involved in the different holidays celebrated during the winter season.

### **AUDITOR'S REPORT**

The district auditor, Mr. Eric Zimmerman, provided a presentation to the Board providing the results of the Fiscal Year 2024 Annual Comprehensive Financial Audit. Mr. Zimmerman stated that overall the District is in good financial health and that the financial statements can be relied upon. Mr. Zimmerman said that he found no material weaknesses. However he has one recommendation. The recommendation is to take better care with regard to the record keeping by the business office in regard to federal grants. Mr. Italiano followed up Mr. Zimmerman's recommendation with his plan of action for the recommendation. Mr. Zimmerman confirmed the corrective action plan was acceptable. Ms. Spina inquired about the corrective action plan, and Mr. Zimmerman responded to Ms. Spina's inquiry stating that the auditor will typically have some recommendations either in their management report or the actual audit itself. Ms. Filak inquired as to the grant run-off period, and Mr. Zimmerman responded to Ms. Filak inquiry as to how the run-off period for grants works in NJ public schools.

### **PUBLIC COMMENTS**

None

### **COMMITTEE/REPRESENTATIVE REPORTS**

#### **Representative Reports**

MTEA Report – Mr. Michael Razzoli, MTEA President, stated that the MTEA would like to thank the recipients of the Governor's teachers of the year award. Mr. Razzoli also congratulated Mr. Dan Kerwin, Groundsman, as the recipient of the Somerset County Educational Service Professional Award. Mr. Razzoli concluded his report wishing everyone a wonderful holiday and winter break.

#### **Board Member Delegate/Representative Reports (SCSBA, PTSA, MAC, Legislative, NJSBA, Ed. Service Commission, etc.)** –

Ms. Filak provided an update on the December 7<sup>th</sup> Delegate Assembly meeting and provided an overview of the policies and bylaws discussed. Ms. Filak mentioned that Board member delegates can attend these meetings twice per year. Ms. Filak reported that it is likely that there will be a

change in the near future to the regulations regarding public meeting notices due to the trend of media moving from a print to digital format.

### **Board Committee Reports**

Assessment, Curriculum and Instruction Committee (ACI) – Ms. Dowling reported that the ACI committee met on Friday, December 6<sup>th</sup>. Ms. Dowling reported on various items such as the recent parent conferences. Ms. Dowling stated it encourages that parents and teachers connect proactively during the school year whenever possible and not only at the annual conferences. Ms. Dowling also stressed the importance that all students are placed in courses that are most appropriate based on their assessment and other viable criteria available. Ms. Dowling mentioned a potential pilot course for French being reviewed by Ms. Borland, Director of Curriculum, Instruction and Staff Development. Lastly, Ms. Dowling mentioned the Emotional Regulation Impairment (ERI) program and Mr. Delgado's, Director of School Counseling & Student Wellness, efforts for emotional screening to help detect students who might need assistance.

Ms. Nargund inquired about conference availability through the 8<sup>th</sup> grade. Ms. McLoughlin informed everyone how conferences are available for parents of 7<sup>th</sup> and 8<sup>th</sup> grade students. Ms. Spina mentioned how the conferences take place on early release days. MS. Wolecka-Jernigan also mentioned the importance of the parent conferences through 7<sup>th</sup> and 8<sup>th</sup> grade and how this aligns with the Districts strategic plan goals.

Operations, Facilities and Finance Committee (OFF) – Ms. Filak reported that the committee met on Wednesday, December 11<sup>th</sup>. Ms. Filak reported how the committee discussed the audit for most of the OFF meeting. The District auditor, Mr. Zimmerman, was present at the OFF meeting to provide a complete financial report and his recommendations for the future. The committee then discussed the budget for the 2025-2026 school year. Lastly, Ms. Filak discussed some ideas for how professional development is reported on the monthly travel report.

Policy and Communications Committee – Ms. Wolecka-Jernigan stated that the committee met on Wednesday, December 4<sup>th</sup>. Ms. Wolecka-Jernigan reported on policies 3160 and 4160. The committee discussed drug-testing policies and the potential to move from the Strauss Esmay policy platform to the NJSBA policy platform at the next month's Board meeting.

Human Resource Committee (HRC) – Mr. Patrick Todd stated that the committee met on Tuesday, December 10<sup>th</sup> and discussed items that were discussed involved personnel matters.

### **APPROVAL OF MINUTES**

Ms. Dowling motioned to approve the following minutes, and it was seconded by Ms. Filak. Upon call of the question, the motion carried unanimously.

- |                      |                       |
|----------------------|-----------------------|
| 1. November 19, 2024 | Executive Session I   |
| 2. November 19, 2024 | Executive Session II  |
| 3. November 19, 2024 | Executive Session III |
| 4. November 19, 2024 | Business Meeting      |

**CORRESPONDENCE TO THE BOARD** – List of correspondence to the Board:

None

**ACTION AGENDA ITEMS/PUBLIC COMMENT**

None

**EXECUTIVE SESSION**

A motion was made by Ms. Spina and seconded by Ms. Dowling to approve the following resolution to convene in Executive Session at 8:20 p.m.

WHEREAS, the Open Public Meetings Act, Chapter 231 of the Laws of 1975 provides that a public body may exclude the public from that portion of a meeting of which the public body discusses certain matters for which confidentiality is required as permitted in Section 7B of the act.

WHEREAS, the items that are permitted to be discussed in executive session are as follows:

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- 5) a matter involving the purchase, lease, or acquisition of real property with public funds
- 6) protection of public safety and property and/or investigations of possible violations or violations of law
- 7) pending or anticipated litigation or contract negotiations and/or matters of attorney-client privilege
- 8) specific prospective or current employees unless all who could be adversely affected request an open session
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NOW THEREFORE BE IT RESOLVED, that the Board of Education will be discussing items 3, 4, and 8.

Action may take place on these items.

The matters discussed in executive session shall be disclosed to the public when the need for confidentiality no longer exists.

Upon call of the roll, the motion carried unanimously.

**RECONVENE IN OPEN SESSION** – The Board returned from Executive session at 8:27 p.m.

**ACTION AGENDA**

Ms. Spina motioned agenda items 1.1 through 4.5 seconded by Ms. Dowling. Upon call of the roll, the motion carried unanimously.

**1.0 ADMINISTRATIVE****1.1 Routine Monthly Reports – Accept the following reports:**

- a. Student Control Report
- b. Fire/Security Drill Report
- c. Harassment, Intimidation and Bullying (HIB) Report

**1.2 Policy/Regulation Second Reading – Accept and adopt the following policies and regulations following a second reading:**

3160	Physical Exam, Teaching Staff Members
3160R	Physical Exam, Teaching Staff Members
4160	Physical Exam, Support Staff Members
4160R	Physical Exam, Support Staff Members
8820	Opening Exercises/Ceremonies
9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

**1.3 FY2025 ESEA, Title Grant Amendment – Approve an amendment to the FY2025 ESEA Grant. The amendment is being requested to include carry over funds in the amount of \$80,484.****1.4 District Calendar Approval - Approve the Academic District Calendar for the 2025-2026 school year.**

## 2.0 **CURRICULUM & INSTRUCTION**

### 2.1 Consultant Approvals for Special Services: 2024-2025 - Approve the following consultants for Special Services the 2024-2025 School Year:

<b>CONSULTANT NAME/VENDOR</b>	<b>SERVICES PROVIDED</b>	<b>RATES OF SERVICE</b>
Sunbelt Staffing	Speech Language Pathologists	\$80.00 – \$105.00/per hour
	Speech Language Pathologists Assistant, Physical Therapists Assistant, & Occupational Therapists Assistant	\$55.00 - \$65.00/per hour
	Social Workers & Occupational Therapists	\$70.00 – \$90.00/per hour
	ABA/RBT	\$55.00 - \$80.00/per hour
	Physical Therapists	\$80.00 - \$95.00/per hour
	Sign Language Interpreters	\$80.00 – \$90.00/per hour
	Registered Nurses – LPN/ RN	\$60.00 - \$95.00/per hour
	School Psychologists	\$85.00 - \$105.00/per hour
	Music Therapists	\$55.00 - \$70.00/per hour
	Teachers of the Visually Impaired	\$65.00 - \$95.00/per hour
	Deaf and Hard of Hearing Teacher	\$55.00 - \$80.00/per hour
	Special Education Teachers	\$65.00 - \$85.00/per hour
	Counselors	\$70.00 - \$90.00/per hour
	Adaptive Physical Education Teachers	\$66.00 - \$90.00/per hour
	Board Certified Behavior Therapist	\$65.00 - \$90.00/per hour
	Paraprofessional/CNA/ Teacher's Aide	\$55.00 - \$80.00/per hour
		<i>Not to Exceed \$60,000.00</i>
The Center for Developmental Psychiatry	Psychiatric Evaluations	\$1,000.00/per evaluation  <i>Not to Exceed \$10,000.00</i>

- 2.2 Consultant Approvals for Curriculum and Instruction: 2024-2025 - Approve the following consultants for Curriculum and Instruction for the 2024-2025 School Year:

<b>CONSULTANT NAME/VENDOR</b>	<b>SERVICES PROVIDED</b>	<b>RATES OF SERVICE</b>
American Reading Co.	Provide professional development to staff on reading assessments.	Not to Exceed \$2,400.00 <i>To be funded by ESEA Title II</i>
NJCIE (New Jersey Coalition for Inclusive Education)	Provide professional development to related arts teachers at OHES and VES around inclusive best practices.	Not to Exceed \$1,250.00 <i>To be funded by ESEA Title II</i>
Color Me Mine	Provide a pottery painting class for Village Elementary Title I students.	Not to Exceed \$1,000.00 <i>To be funded by ESEA Title I</i>
TW Math Consulting	Provide professional development and coaching for implementation of best practices in math instruction.	Not to Exceed \$6,000.00 <i>To be funded by ESEA Title II</i>
IDE Corp.	Professional Learning Services inclusive of: Universal Design for Learning Workshops and Coaching – Reference RFP #24-05	Not to Exceed \$23,560 <i>To be funded by IDEA CE-IS</i>

- 2.3 New Special Education Program at OHES - Approve the establishment of a new Special Education program, Emotional Regulation Impairment, at Orchard Hill Elementary School effective January 2, 2025.

### **3.0 OPERATIONS, FACILITIES AND FINANCE**

#### **3.1 Acceptance of the Financial Reports**

WHEREAS, N.J.A.C. 6A:23A-16.10 requires the Board Secretary and the Board of Education of the Montgomery School District to certify that no budgetary line item account has been over-expended and that the sufficient funds are available to meet the District's financial obligation, and

WHEREAS, N.J.A.C. 6A:23A-16.10 further requires the Board of Education of the Montgomery Township School District receive and accept the monthly financial statement, the Board Secretary's and Treasurer's Reports; and



WHEREAS, the Board Secretary's and Treasurer's Reports for the month ending October 31, 2024 are presented for the Board to accept and are on file in the Office of the School Business Administrator;

NOW THEREFORE BE IT RESOLVED, the Board of Education of the Montgomery Township School District acknowledges receipt of and accepts the Board Secretary's and Treasurer's Reports for the month ending October 31, 2024; and

BE IT FURTHER RESOLVED, that the Board Secretary and the Board of Education certifies that no budgetary line item account has been over-expended and that there are sufficient funds available to meet the District's financial obligation.

### 3.2 Approval of Transfers

WHEREAS, N.J.A.C. 6A:23A-16.10-(c)1 states that a report shall be presented to the Board showing all transfers between line item accounts for each line item account shown on the budget prepared in accordance with N.J.S.A. 18A:22-8; and

WHEREAS, Board Policy 6422 designates the Superintendent of Schools to approve transfers as necessary between meetings of the Board and be reported to the Board, ratified and duly recorded in the minutes at a subsequent Board meeting; and

WHEREAS, transfers were necessary to maintain the needs of the district and are on file in the Office of the School Business Administrator,

NOW THEREFORE BE IT RESOLVED, that the Montgomery Township Board of Education ratifies and approves the transfers through October 31, 2024 within the 2024-2025 school year budget, as approved by the Superintendent, so that no budgetary line item account has been over-expended and that sufficient funds would be available to meet the district's financial obligations, as requested by various district;

BE IT FURTHER RESOLVED, this resolution shall take effect immediately, and the Montgomery Township Board of Education authorizes the Superintendent, Board President and School Business Administrator to sign any documents on behalf of the Montgomery Board of Education with regards to exercising the intent of this resolution.

### 3.3 Approval of Bill List Fiscal Year 2025

WHEREAS, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provides Board of Educations to make payments on claims for goods received and services rendered payable to the order of the person entitled to receive the amount after approval by the board; or in accordance with payrolls duly certified; or debt service or when provided by resolution approval by a person designated by the board; and

WHEREAS, a list of bills dated December 17, 2024 is being presented to the board with the recommendation that they be ratified and paid respectively; and

WHEREAS, each claim or demand has been fully itemized, verified and audited as required by law in accordance with N.J.S.A. 18A:19-2;

NOW THEREFORE BE IT RESOLVED, that the Montgomery Township Board of Education approves the list of bills for payment in the grand sum of \$12,947,552.56; and

General Account	\$12,785,294.14
Food Service Account	\$ 162,258.42
TOTAL	\$12,947,552.56

BE IT FURTHER RESOLVED, the list of bills is on file in the Office of the School Business Administrator, and

BE IT FURTHER RESOLVED, that the Montgomery Township Board of Education authorizes the School Business Administrator to pay bills if it is determined that a need arises prior to the next board meeting in accordance with Board Policy 6470 – Payment of Claims.

- 3.4 Travel Reimbursement – 2024-2025 – Approve the Board member and/or staff conference and travel expenses as per the travel reimbursement list dated 12/17/24.
- 3.5 Public Agency Compliance Officer (P.A.C.O.) – In accordance with N.J.A.C. 17:27-3.3 the Board designates Andrew Italiano as the Public Agency Compliance Officer to ensure the Districts implementation and administration of all procedures pertaining to Equal Employment Opportunity and Affirmative Action for public procurement for the district.
- 3.6 Acceptance of FY2024 Audit Annual Comprehensive Financial Report (ACFR) – Approve the following resolution:

WHEREAS, the Montgomery Township Board of Education engaged the firm Suplee, Clooney & Company to conduct a yearly audit of the District's financial reports; and

WHEREAS, the firm audited these records for the 2023-2024 school year; and

WHEREAS, the auditor has submitted a full report of the audit to the Board; and

WHEREAS, no recommendations were reported; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Township of Montgomery, does hereby accept and place on file the 2023-2024 Annual Audit Report of the records and report of examination of the financial statements for the year ending June 30, 2024, as submitted by the firm Suplee, Clooney & Company; and

BE IT FURTHER RESOLVED, that the Board Secretary be directed to file the necessary reports with the New Jersey State Department of Education.

3.7 Approve the Following Resolution Regarding the 2023-2024 Audit:

WHEREAS, the Montgomery Township Board of Education is in receipt of the Comprehensive Annual Financial Report FY 2023-24 (CAFR) and the Auditor's Management Report as prepared and submitted by Suplee, Clooney & Company; and

WHEREAS, the Montgomery Township Board of Education is required to accept the report and approve the corrective action plans for any recommendations from the auditing firm; and

NOW, THEREFORE BE IT RESOLVED that the Montgomery Township Board of Education accepts and files with the Department of Education the Comprehensive Annual Financial Report and Management Report on Administrative Compliance and Performance for the Fiscal Year Ended June 30, 2024 and approves the following corrective action plan:

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	PLANNED COMPLETION DATE OF IMPLEMENTATION
2024-001	That accounting controls be improved to better track grant expenditures in their proper reporting periods.	BA will work with key staff to ensure timely grant drawdowns and that state reports match the accounting software.	Acting School Business Administrator Andrew Italiano	December 18, 2024

3.8 Approval of Lease Purchase Services – Approve Hunterdon County Educational Services Commission to provide lease purchase Bidding Advisory Services as follows:

WHEREAS, the Montgomery Township Board of Education (District) has resolved to acquire seven 54-passenger school buses; and

WHEREAS, financing in the amount of \$1,080,837.24 is needed to pay for the balance of this acquisition; and

WHEREAS, the Hunterdon County Educational Services Commission (HCESC) Lease Purchase Bidding Advisory Service has the expertise and proven track record for developing lease purchase Request for Bid (RFB) and Request for Quote (RFQ) specifications for school districts and governmental units in New Jersey; and

WHEREAS, 18A:18A-5. Any contract, the amount of which exceeds the bid threshold, shall be negotiated and awarded by the board of education by resolution at a public meeting without public advertising for bids and bidding therefore if it is to be made or entered into with the United States of America, the State of New Jersey, county or municipality or any board, body, officer, agency, authority or board of education or any other state or subdivision thereof; and

WHEREAS, based on the RFP/RFQ responses, HCESC will prepare an analysis and recommendation for award to the lowest responsible respondent; and  
WHEREAS, HCESC will, as necessary, assist the District with the closing process of the lease purchase transaction; and

NOW, THEREFORE BE IT RESOLVED that the District retains the HCESC Lease Purchase Bidding Advisory Service to advise the district in structuring the repayment stream, develop appropriate RFP/RFQ Lease Purchase Specifications and documents to best meet the fiscal needs of the District Board of Education; and

BE IT FURTHER RESOLVED that the District will pay HCESC their board approved rate of  $\frac{1}{2}$  of 1% of the financial transaction amount but not less than \$1,250 or more than \$9,500; and

BE IT FURTHER RESOLVED that the District Board President and Business Administrator/Board Secretary is authorized to execute any and all related closing documentation after recommendation by HCESC and review of Board counsel.

- 3.9 Approval for the purchase of (7) 54 passenger buses from AT New York LLC (Allegiance Truck) – Approve the purchase of seven (7) 54 passenger buses entered into ESCNJ 23/24 24-24 as follows:

<u>Vendor</u>	<u>Contract #</u>	<u>Bus Description</u>	<u>Amount</u>
AT New York City LLC Allegiance Truck Newark, NJ	ESCNJ 23/24 24-24	(7) -54 passenger buses	\$154,405.32 each
Total: Seven (7) Buses			\$1,080,837.24

- 3.10 Approve SOAR Private Music Lessons – Approve the following to teach SOAR private music lessons at an hourly rate of \$65.54 and not to exceed \$16,000:

<u>Name</u>	<u>Dates</u>
Matthew Brown	12/18/24 – 6/30/25

- 3.11 Receipt and Award of Bid - B25-03 Spring Athletics Awards, Equipment, Supplies and Uniforms for the Montgomery Township School District – Bids were received on December 6, 2024 for the Spring Athletics Awards, Equipment, Supplies and Uniforms for the Montgomery school District as follows:

<u>Vendor</u>	<u>Amount</u>
BSN Sports Dallas, TX	\$5,069.31
Sportsman Johnstown, PA	\$5,690.64

For Approval and Award Bid 25-03 for Spring Athletics Awards, Equipment, Supplies and Uniforms for the Montgomery Township School District as follows:

<u>Vendor</u>	<u>Amount</u>
BSN Sports Dallas. TX	\$5,069.31
Sportsman Johnstown, PA	\$5,690.64
Total Bids Awarded for B25-03	<hr/> \$10,759.95

Resolution/Rejection of Bid 25-03 - Spring Athletic Awards, Supplies and Uniforms for the Montgomery Township School District – It is recommended the Board of Education reject the bids from the following vendors pursuant to N.J.S. 18A:18A-22:

- e. The purposes or provisions or both N.J. S. 18A:18A-1 et seq. are being violated:

Sportsman's, Johnstown, PA - The low bid received for the following items are being rejected because the vendor cannot supply the requested bid item. The vendor substituted the requested bid for another style/brand. The style must match current uniform in use or requested brand:

- Girls Lacrosse – STX Lacrosse Bag
- Middle School Baseball- Peterson Scoremaster Scorebooks
- Middle School Spring Track- Gildan Unisex Softstyle T-shirts

BSN Sports, Dallas, TX - The low bid received for the following items are being rejected because the vendor cannot supply the requested bid item. The vendor substituted the requested bid for another style/brand. The style must match current uniform in use, or requested brand:

- Middle school Boys Lacrosse- Training Cones: Orange (50 pack)

- 3.12 Approve Edmentum Co. – Approve the Edmentum Co. to provide virtual online services to tutor identified students throughout the District through the NJ High Impact Tutoring Grant in the amount of \$125,430.00 entered on behalf of OMNIA Co-Op R191903 for the 24/25 school year as follow:

<u>Vendor</u>	<u>Amount</u>
Edmentum Co. Chicago, IL	\$125,430.00

- 3.13 Approval to Withdraw From Capital Reserve To Fund Local Share of ROD Grant Project –

RESOLVED, that the Board, upon the recommendation of the Superintendent of Schools, approves to withdraw from capital reserve to fund the local share costs of the Montgomery Township School District Upper Middle School HVAC System Upgrades School Facilities Project (Grant G5-6744 / NJDOE Project 3320-070-23-R502).

- 3.14 Approval to Withdraw From Capital Reserve To Fund Local Share of ROD Grant Project –

RESOLVED, that the Board, upon the recommendation of the Superintendent of Schools, approves to withdraw from capital reserve to fund the local share costs of the Montgomery Township School District Upper Middle School Roof Replacement School Facilities Project (Grant G5-6743 / NJDOE Project 3320-070-23-R501)

- 3.15 Approval of Professional Services for the Upper Middle School Roof Replacement –

RESOLVED, that the Board authorizes the Business Administrator to enter into an agreement with Parette Somjen Architects, LLC for professional services for the Upper Middle School Roof Replacement Project in the amount not to exceed \$135,000.00; and

FURTHER RESOLVED, that the Board authorizes the Business Administrator and Parette Somjen, LLC to solicit bids for the purpose of completing this project.

- 3.16 Settlement Agreement – Approve the following resolution pertaining to a special education settlement Addendum agreement:

BE IT RESOLVED by the Montgomery Township Board of Education (hereinafter referred to as the “Board”) that the terms, stipulations and conditions as established in the Settlement Agreement and Release Addendum (hereinafter referred to as “Agreement”) between the Board and the Parents of a student whose name is on file in the Superintendent’s office, and which Addendum Agreement is located in the student’s file, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Agreement, and any other documents necessary to effectuate the settlement.

- 3.17 Approve Contract with School Accounting and Consulting Services to Perform a School Business Administrator Search Service – Approve a contract with School Accounting and Consulting Services to perform a school business administrator search service at a cost of

\$8,500 with an optional additional cost of \$1,000 to partake in final interviews with candidates.

- 3.18 Approve Transportation Agreement with Taykz Time, LLC – Approve a transportation agreement with Taykz Time, LLC for Route #Q33H (McKinney-Vento) not to exceed \$22,000 for the remainder of the 2024-2025 school year.

#### **4.0 PERSONNEL**

- 4.1 Approval of Personnel Agenda – approve the personnel agenda (see Pages 18 - 24).
- 4.2 Approve Resolution Approving Administrative Leave of Employee – approve the resolution authorizing an administrative leave of an employee (see Page 24).
- 4.3 Approve Resolution Approving Administrative Leave of Employee – approve the resolution authorizing an administrative leave of an employee (see Pages 24-25).
- 4.4 Approve Resolution of Termination of Employment – approve the resolution authorizing a termination of employment (see Page 25).
- 4.5 Approve Resolution Approving a Separation Agreement – approve the resolution authorizing a separation agreement (see Page 25).

#### **NEW BUSINESS FROM PUBLIC**

MHS Student L. Zanella commented on recent research regarding block scheduling and how the results of the research concluded that breaks through the day are encouraged for optimal student cognitive function and to please consider this in the future.

#### **EXECUTIVE SESSION**

A motion was made by Ms. Spina and seconded by Ms. Filak to approve the following resolution to convene in Executive Session at 8:26 p.m.

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WHEREAS, the items that are permitted to be discussed in executive session are as follows:

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The matters discussed in executive session shall be disclosed to the public when the need for confidentiality no longer exists.

Upon call of the roll, the motion carried unanimously.

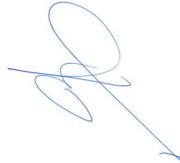
**RECONVENE IN OPEN SESSION** – The Board returned from Executive session at 8:28 p.m.

**ADJOURNMENT**

Ms. Spina motioned to adjourn at 8:28 p.m., seconded by Ms. Dowling. Upon call of the question, the motion carried unanimously.

The meeting was adjourned at 8:28 p.m.

Respectfully Submitted,



Andrew Italiano  
Board Secretary



**Montgomery Township Board of Education  
Travel Reimbursement Requests  
2024-2025**

**Travel Reimbursement Requests  
2024/2025**

Name	School	Date(s)	Conference	Parking & Tolls	*Mileage (.47)	Meals	Lodging	Regis- tration	Other	Total**
Jeff Brroks	BO	1/29 - 1/31/25	TECHSPO '24	\$30.00	\$91.46	\$170.00	\$220.00	\$590.00	\$50.00	\$1,151.46
Mike Falco	LMS	2/25/2025	NJAHPERD Annual Convention					\$350.00		\$350.00
Katie Foster	LMS	2/25/2025	NJAHPERD Annual Convention					\$350.00		\$350.00
Kristopher Grundy	MHS	3/10 - 3/14/25	DAANJ Athletic Directors' Convention	\$30.00	\$101.52	\$306.00	\$404.00	\$475.00		\$1,316.52
Justine Hickman	LMS	2/24/25	NJAHPERD Annual Convention					\$350.00		\$350.00
Brendan McMorrow	LMS	2/25/25	NJAHPERD Annual Convention					\$350.00		\$350.00
Jason Orbe	MHS	3/5 - 3/8/25	US Institute for Theatre National Convention	\$125.00	\$40.56	\$280.00	\$722.63	\$810.00	\$640.00	\$2,618.19
Lisa Romano	LMS	2/12 - 2/15/25	Innovative Schools Summit			\$322.00		\$757.00	\$147.20	\$1,226.20
Jason Sullivan	MHS	3/23 - 3/26/25	NARST Annual Conference	\$45.00		\$322.00	\$916.86	\$70.00	\$215.00	\$1,568.86
Ryan Waldis	BO	1/29 - 1/31/25	TECHSPO '24	\$30.00	\$23.97	\$170.00	\$234.00	\$590.00		\$1,047.97

\*Excluding Tolls

\*\*Estimated

BOE

12/17/2024

\*\*Includes Registrations

#### 4.1 PERSONNEL

##### A. Resignations/Retirements/ Rescissions

	Location	First	Last	Position	Effective	Reason	Dates of Employment/Notes
1.	DISTRICT	Daniel	Kerwin	Grounds GRD.BO.GRND.NA.02	03/01/2025	Retirement	03/08/1999 – 02/28/2025
2.	DISTRICT	Adam	O'Connor	Grounds GRD.BO.GRND.NA.04	12/18/2024	Resignation	12/18/2017 – 12/17/2024
3.	MHS	Susanne	Asral	Teacher/Spanish TCH.HS.WLNG.MG.07	03/01/2025	Retirement	09/01/1997 – 02/28/2025
4.	MHS	Sarah	Lee	Teacher/Math (Leave Replacement) TCH.HS.MATH.MG.15	12/18/24	Rescind	01/02/2025 – 05/09/2025 (Accepted a tenure track position)
5.	UMS/LMS	Inez	Serrano	5-8 Supervisor (Math/Science), 10 MO SPV.58.MASC.NA.01	11/30/2024	Resignation	09/01/2022 – 11/29/2024 - <i>Revised</i>
6.	UMS	Elizabeth	Wasiak	Teacher/Educational Media Specialist TCH.UM.MSPC.MG.01	07/01/2025	Retirement	09/01/2013 – 06/30/2025
7.	LCMS	Lisarenee	Benz	Teacher/Grade 6 Science TCH.LM.SCNC.06.01	07/01/2024	Resignation - <i>Revised</i>	09/01/2014 – 06/30/2024 (Deferred retirement to 02/01/2029)
8.	VES	Anita	LaPorte	Speech and Language Specialist TCH.FL.SPCH.MG.01	01/01/2025	Resignation - <i>Revised</i>	09/01/2014 – 12/31/2024 (Deferred retirement to 09/01/2029)
9.	OHES	Jaclyn	Harding	Educational Support Assistant (.48) AID.OH.ESA.KG.02	01/08/2025	Resignation	09/01/2023 – 01/07/2025

##### B. Leaves of Absence

	Location	First	Last	Position	Type of Leave	Dates of Leave/Notes
1.	TRANS	Elizabeth	Evon	Bus Driver TRN.TR.DRVR.NA.39	Leave of Absence Anticipated Return	12/03/2024 – 01/02/2025 (Paid; w/ Benefits) 01/03/2025
2.	TRANS	Lindsay	King	Bus Driver TRN.TR.DRVR.NA.15	Leave of Absence Anticipated Return	12/12/2024 – 01/03/2025 (Paid; w/ Benefits) 01/06/2025

3.	TRANS	Gloria	Rahman	Bus Driver TRN.TR.DRVR.NA.18	NJFLA Anticipated Return	12/02/2024 – 12/18/2024 (Paid; w/ Benefits) 12/19/2024
4.	VES	Suchita	Patel	Paraprofessional AID.VS.TIA.EO.19	Leave of Absence FMLA  Anticipated Return	09/26/2024 – 11/21/2024 (.5am) (Paid; w/ Benefits) 11/21/2024 (.5pm) – 01/01/2025 (Unpaid; w/ Benefits) <b>- Revised</b> 01/02/2025 - <b>Revised</b>
5.	OHES	Kelly	Norland	Teacher/Special Education TCH.OH.RCTR.MG.09	Temporary Disability FMLA/NJFLA Unpaid Leave Leave of Absence Anticipated Return	06/17/2024 – 06/30/2024 (Paid; w/ Benefits) 09/01/2024 – 11/22/2024 (Unpaid; w/ Benefits) 11/25/2024 – 02/14/2025 02/17/2025 – 03/28/2025 (Paid; w/ Benefits) 03/31/2025 - <b>Revised</b>

### C. Appointments/Renewals (Certificated Staff)

	Location	First	Last	Position	Replacing	Degree	Step	Salary	Pro-rated	Dates of Employment/Notes
1.	MHS	Sarah	Lee	Teacher/Math TCH.HS.MATH.MG.05	Kristiana Palmer	MA	E	\$77,065	Yes	01/01/2025 – 06/30/2025
2.	UMS	Sumitha	Santhana Krishnan	Teacher/Related Arts TCH.UM.CCNT.MG.05	Shelley Moore	MA	A	\$73,315	Yes	12/02/2024 – 06/30/2025
3.	UMS	Jarrett	Walser *	Teacher/Music (Leave Replacement) TCH.UM.MUSC.MG.01	Michael Brennan	MA	A	\$73,315	Yes	01/02/2025 – 01/31/2025
4.	LMS	Allison	England	Teacher/Grade 5 LA/SS (Leave Replacement) TCH.LM.LASS.05.13	Stephanie Maloney	BA	E	\$71,065	Yes	03/10/2025 – 06/30/2025

### D. Appointments (Non-Certificated Staff)

	Location	First	Last	Position	Replacing	Step	Salary	Pro-rated	Dates of Employment/Notes
1.	DISTRICT	Luis	Gramajo	Maintenance/Grounds MNT.BO.MANT.NA.02	Shane Stryker	D	\$60,445	Yes	01/01/2025 – 06/30/2025
2.	TRANS	Gloria	Espinosa *	Bus Driver TRN.TR.DRVR.NA.49	Frank Edwards	3	\$30.90 p/h		01/02/2025 – 06/30/2025

3.	TRANS	Ronald	Van Derveer	Bus Aide (Leave Replacement) TRN.TR.BAID.NA.02	Faith Schnitzlein	4	\$25.79 p/h		12/02/2024 – 01/22/2025
4.	VES	Yuen	Tang *	Registered Nurse AID.VS.RN.UG.01	Janis Woodard	5	\$51,025	Yes	01/17/2025 – 06/30/2025
5.	OHES	Harpreet	Dutta	Paraprofessional AID.OH.FPS.MG.04	Arlene Maroli	A	\$30,610	Yes	01/02/2025 – 06/30/2025

### E. Appointments – To be Funded by ESEA FY25 Title I

	Location	First	Last	Position	Salary/ Stipend	Dates of Employment/Notes
1.	OHES	Emily	Scott	Teacher - The Connections Program (Not to Exceed 20 hours)	\$65.54 p/h	12/18/2024 – 05/31/2025
2.	LMS	Alyssa	Mentzel	Teacher – Title I LMS Achieve (Not to Exceed 72 hours) – <i>Revised</i>	\$65.54 p/h	10/01/2024 – 06/19/2025
3.	LMS	Erika	Fedo	Teacher – Title I LMS Achieve (Not to Exceed 36 hours) – <i>Revised</i>	\$65.54 p/h	10/01/2024 – 06/19/2025
4.	LMS	Marissa	Fuller	Teacher – Title I LMS Achieve (Not to Exceed 36 hours) – <i>Revised</i>	\$65.54 p/h	10/01/2024 – 06/19/2025
5.	LMS	Deborah	Bilik	Teacher – Title I LMS Achieve (Not to Exceed 36 hours) – <i>Revised</i>	\$65.54 p/h	10/01/2024 – 06/19/2025
6.	LMS	Dana	Vasil	Teacher – Title I LMS Achieve (Not to Exceed 36 hours) – <i>Revised</i>	\$65.54 p/h	10/01/2024 – 06/19/2025
7.	LMS	Jennifer	Snyder	Teacher – Title I LMS Achieve (Not to Exceed 36 hours) – <i>Revised</i>	\$65.54 p/h	10/01/2024 – 06/19/2025
8.	LMS	Daniel	Stevens	Teacher – Title I LMS Achieve (Not to Exceed 36 hours) – <i>Revised</i>	\$65.54 p/h	10/01/2024 – 06/19/2025
9.	LMS	Kristin	Kaplan	Teacher – Title I LMS Achieve (Not to Exceed 36 hours) – <i>Revised</i>	\$65.54 p/h	10/01/2024 – 06/19/2025
10.	LMS	Jennifer	Durante	Teacher – Title I LMS Achieve (Not to Exceed 36 hours) – <i>Revised</i>	\$65.54 p/h	10/01/2024 – 06/19/2025

**F. Appointments – To be Funded by ESEA FY25 Title III and Title III Immigrant**

	<b>Location</b>	<b>First</b>	<b>Last</b>	<b>Position</b>	<b>Salary/ Stipend</b>	<b>Dates of Employment/Notes</b>
1.	LMS	Daniel	Stevens	Teacher – Title III ESL Adult Classes (Not to Exceed 130 hours) - <i>Revised</i>	\$30.00 p/h	10/01/2024 – 06/30/2025

**G. Appointments – To be Funded by HIT (High Impact Tutoring) Grant**

	<b>Location</b>	<b>First</b>	<b>Last</b>	<b>Position</b>	<b>Salary/ Stipend</b>	<b>Dates of Employment/Notes</b>
1.	MHS	Jennifer	Riddell	HIT Grant Support Coordinator	\$9,000/stipend	12/18/2024 – 05/31/2025

**H. Appointments – Mentor Teachers**

	<b>Location</b>	<b>Provisional Teacher/Mentee</b>	<b>Mentor Teacher</b>	<b>Route</b>	<b>Stipend</b>	<b>Pro-rated</b>	<b>Dates of Mentoring</b>
1.	UMS	Sumitha Santhana Krishnan	James Mulligan	Alternate	\$1,000.00	\$900.00	12/02/2024 – 06/30/2025

**I. Appointments/Substitutes**

	<b>Location</b>	<b>First</b>	<b>Last</b>	<b>Position</b>	<b>Status</b>	<b>Dates of Employment/Notes</b>
1.	DISTRICT	Sydney	Lidz	Student Teacher/Substitute	NEW	01/29/2025 – 06/30/2025
2.	DISTRICT	Cayla	Samuel	Student Teacher/Substitute	NEW	01/29/2025 – 06/30/2025
3.	DISTRICT	Emily	Fockler	Student Teacher/Substitute	NEW	01/27/2025 – 06/30/2025
4.	DISTRICT	Alec	Ferguson	Student Teacher/Substitute	NEW	01/29/2025 – 06/30/2025
5.	DISTRICT	Jacob	Romano	Student Teacher/Substitute	NEW	01/15/2025 – 06/30/2025
6.	DISTRICT	Keerthana	Pattabiraman	Substitute Teacher/Paraprofessional	NEW	12/17/2024 – 06/30/2025
7.	DISTRICT	Megan	Priebracha	Substitute Teacher/Paraprofessional	NEW	12/17/2024 – 06/30/2025

8.	DISTRICT	Nita	Tiwari	Substitute Teacher/Paraprofessional	NEW	12/17/2024 – 06/30/2025
9.	DISTRICT	Julie	Weinstein	Substitute Teacher/Paraprofessional	NEW	12/17/2024 – 06/30/2025

**J. Tuition Reimbursement**

	Location	First	Last	School	Semester	Credits	Reimbursed Amount	Course
1.	OHES	Meghan	Bauer	University of LaVerne	2024-2025	3	\$420.00	Teaching the Latino Student
2.	MHS	Valerie	Kruger	Gatz College	2024-2025	3	\$1,395.00	Teaching Tolerance in the Classroom
3.	OHES	Anna	Quick	Colorado State University – Pueblo	2024-2025	3	\$429.00	Childhood Apraxia of Speech

**K. Co-Curricular 2024 - 2025**

	Location	First	Last	Position	Stipend	Dates of Employment/Notes
1.	DISTRICT	Stefanie	Lachenauer	Wellness Champion @ 20% - <i>Revised</i>	\$1,100	2024-2025 School Year
2.	DISTRICT	Ashley	Castronovo	Wellness Champion @ 30%	\$1,650	2024-2025 School Year (01/01/2025 – 06/30/2025)
3.	MHS	Jaimin	Mahadevia	Robotics Volunteer	\$0	2024-2025 School Year
4.	MHS	Siva	Murthy	Robotics Volunteer	\$0	2024-2025 School Year
5.	MHS	Mohit	Vatsa	Robotics Volunteer	\$0	2024-2025 School Year
6.	MHS	Jocelyn	Pena	Theater Arts: Spring Musical Volunteer	\$0	2024-2025 School Year
7.	MHS	Margaret	Pena	Theater Arts: Spring Musical Volunteer	\$0	2024-2025 School Year
8.	UMS	Whitney	Ehnert	Team Leader @ 60%	\$1,860	2024-2025 School Year (01/01/2025 – 06/30/2025)
9.	UMS	Lara	Katz	Yoga Club @ 60%	\$1,173	2024-2025 School Year (01/01/2025 – 06/30/2025)
10.	OHES	Brianna	McKenna	Team Leader - Special Education @ 70% - <i>Revised</i>	\$2,170	2024-2025 School Year (09/01/2024 – 03/31/2025)

**L. Extra-Curricular Activities**

	<b>Location</b>	<b>First</b>	<b>Last</b>	<b>Position</b>	<b>Stipend</b>	<b>Dates of Employment/Notes</b>
1.	MHS	Michael	Razzoli	Volunteer Soccer Coach, Boys	\$6,000	2024-25 Fall Season (Reimbursed by the Booster Club)
2.	MHS	Renee	Colangelo	Volunteer Soccer Coach, Girls	\$4,000	2024-25 Fall Season (Reimbursed by the Booster Club)
3.	MHS	Meghan	Molinaro	Volunteer Soccer Coach, Girls	\$2,000	2024-25 Fall Season (Reimbursed by the Booster Club)

**M. Other**

	<b>Location</b>	<b>First</b>	<b>Last</b>	<b>Assignment</b>	<b>Salary/Stipend</b>	<b>Dates of Employment/Notes</b>
1.	DISTRICT	Substitute	Rate	Secretary	\$15.13/hour \$15.49/hour*	2024-2025 School Year Effective 01/01/2025*
2.	DISTRICT	Substitute	Rate	Clerk	\$15.13/hour \$15.49/hour*	2024-2025 School Year Effective 01/01/2025*
3.	DISTRICT	Substitute	Rate	ESA	\$15.13/hour \$15.49/hour*	2024-2025 School Year Effective 01/01/2025*
4.	DISTRICT	Rufino	Garcia Canseco	Head Mechanic Stipend	\$5,000/stipend (Pro-rated)	11/01/2024 – 06/30/2025
5.	DISTRICT	Andrew	Italiano	Additional Responsibilities Evening meetings beyond regularly scheduled board meetings	\$250/day \$250/night	01/01/2025 – 01/31/2025
6.	TRANS	Patricia	Fox	Bus Aide	\$500.00	Referral Bonus- Transportation
7.	MHS	Ashely	Castronovo	Teaching 1 Additional Period (Math)	\$7,426.10	01/02/2025 – 05/09/2025
8.	MHS	Kristin	DiPietro	Teaching 1 Additional Period (Math)	\$8,367.37	01/02/2025 – 05/09/2025
9.	MHS	Corrie	Jensen	Teaching 1 Additional Period (Math)	\$5,982.59	01/02/2025 – 05/09/2025
10.	MHS	Nitu	Sinha	Teaching 1 Additional Period (Math)	\$8,633.97	01/02/2025 – 05/09/2025

11.	MHS	Michael	Stern	Teaching 1 Additional Period (Math)	\$9,104.82	01/02/2025 – 05/09/2025
12.	MHS	Joseph	Bassford	Teaching 1 Additional Period (PE)	\$4,116.20	12/02/2024 – 01/31/2025
13.	MHS	Vincent	Figuroa	Teaching 1 Additional Period (PE)	\$4,116.20	12/02/2024 – 01/31/2025
14.	MHS	Vincent	Ingraffia	Teaching 1 Additional Period (PE)	\$4,116.20	12/02/2024 – 01/31/2025
15.	MHS	Claire	Scarpa	Teaching 1 Additional Period (PE)	\$4,340.67	12/02/2024 – 01/31/2025
16.	MHS	Richard	Steeb	Teaching 1 Additional Period (PE)	\$4,191.02	12/02/2024 – 01/31/2025
17.	MHS	Carolyn	Casey	Teaching 1 Additional Period (PE)	\$6,346.75	12/02/2024 – 02/28/2025
18.	MHS	Michael	Girvan	Teaching 1 Additional Period (PE)	\$4,106.22	12/02/2024 – 02/28/2025
19.	MHS	John	Petela	Teaching 1 Additional Period (PE)	\$4,472.22	12/02/2024 – 02/28/2025
20.	MHS	Sejal	Rana	Teaching 1 Additional Period (PE)	\$4,908.37	12/02/2024 – 02/28/2025
21.	MHS	Johanna	Snedeker	Teaching 1 Additional Period (PE)	\$5,021.22	12/02/2024 – 02/28/2025

**\* Pending Criminal Background Clearance and Employment History Clearance**

**4.2 Resolution Authorizing Administrative Leave of Employee – Approve the following resolution:**

**WHEREAS**, the Superintendent of Schools has recommended that employee #6879 be placed on administrative leave with pay; pending an investigation.

**WHEREAS**, the Board of Education finds that it is in the best interest of the school district to accept the Superintendent's recommendation;

**NOW THEREFORE BE IT RESOLVED** that the employee is on administrative leave with pay, effective November 19, 2024; and

**BE IT FURTHER RESOLVED** that the Board authorizes the Superintendent or her designee to take whatever steps are necessary to effectuate the purposes of the resolution.

**BE IT FURTHER RESOLVED** that the Acting Business Administrator/Board Secretary shall provide said employee with notice of the Board's action as set forth in this Resolution forthwith.

**4.3 Resolution Authorizing Administrative Leave of Employee – Approve the following resolution:**

**WHEREAS**, the Superintendent of Schools has recommended that employee #5914 be placed on administrative leave with pay; pending an investigation;

**WHEREAS**, the Board of Education finds that it is in the best interest of the school district to accept the Superintendent's recommendation;

**NOW THEREFORE BE IT RESOLVED** that the employee is on administrative leave with pay, effective November 20, 2024; and



**BE IT FURTHER RESOLVED** that the Board authorizes the Superintendent or her designee to take whatever steps are necessary to effectuate the purposes of the resolution.

**BE IT FURTHER RESOLVED** that the Acting Business Administrator/Board Secretary shall provide said employee with notice of the Board's action as set forth in this Resolution forthwith.

**4.4 Termination of Employment – Approve the following resolution:**

**WHEREAS**, the Superintendent of Schools has recommended terminating the employment contract of employee #7367 pursuant to the notice provisions of the contract effective January 2, 2025.

**WHEREAS**, the Board of Education finds that it is in the best interest of the school district to accept the Superintendent's recommendation;

**NOW THEREFORE BE IT RESOLVED** that the employee is terminated, effective January 2, 2025; and

**BE IT FURTHER RESOLVED** that the Board authorizes the Superintendent or her designee to take whatever steps are necessary to effectuate the purposes of the resolution.

**BE IT FURTHER RESOLVED** that the Acting Business Administrator/Board Secretary shall provide said employee with notice of the Board's action as set forth in this Resolution forthwith

**4.5 Resolution Approving Separation Agreement - Approve the following resolution:**

**BE IT RESOLVED** by the Montgomery Township Board of Education (hereinafter referred to as the "Board") as follows:

1. The Board hereby approves the request for a leave of absence with pay and medical insurance coverage less the required contributions to the premiums beginning on December 1, 2024 through June 30, 2025 by an employee whose name is on file in the Superintendent's office.
2. The Board hereby approves the resignation of said employee effective June 30, 2025.
3. The terms, stipulation and conditions of the Separation Agreement annexed to this Resolution, are hereby adopted, and approved by the Board of Education. The Board President and Interim Business Administrator/Board Secretary are hereby authorized and directed to execute the attached Separation of Agreement, and any other documents necessary to effectuate same.