

**Montague Township Board of Education Meeting
Regular Meeting Agenda
December 17, 2019
6:00 pm**

I. Call to Order

II. Roll Call

	Present	Absent
Jennifer Caramucci		
Diane Cole		
Sally Kurtzman		
Glen Plotsky, President		
Linda Spinapolice, Vice President		
Charles Teufert		
Billy Underwood		

Others Present:

Timothy Capone - Chief School Administrator
Maria Costa – Board Secretary

III. Flag Salute

IV. The mission of the Montague Township School District is to provide the best educational experience and opportunities resources allow, in order to realize the potential of every child.

V. In accordance with the New Jersey Sunshine Law, a legal notice of this meeting has been posted on the official bulletin board at the school and advertised in the New Jersey Herald and the Times Herald Record.

VI. Announcement of Executive Session

VII. BE IT RESOLVED, that the Montague Township Board of Education recess and proceed to executive session to discuss personnel matters and legal issues. Action may or may not be taken.

Motion to open Executive Session at ____pm
Motion ____ 2nd ____ All in Favor/Opposed

Motion to close Executive Session at ____pm
Motion ____ 2nd ____ All in Favor/Opposed

Motion to reopen Regular Meeting at ____pm
Motion ____ 2nd ____ All in Favor/Opposed

VIII. CSA Report

IX. SBA Report

X. Correspondence

XI. Approval of Minutes

BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the minutes of September 17, October 1, and October 15, 2019.

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolice	Teufert	Total
YES							
NO							
ABSTAIN							
ABSENT							

XII. Public Session

Public comment is invited on all matters pertaining to the school district. All participants shall be permitted three (3) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate.

Board meetings are a meeting of the Board conducted in public, NOT a meeting of the public conducted in the presence of the Board.

The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

Please let the record reflect that the BOE does not endorse your comments nor will the BOE be held liable for comments you make about a staff member, or other person, which the staff member, or other person, may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

Motion to open public comment at ____ pm

Motion _____ 2nd _____ All in Favor/Opposed

Motion to close public comment at ____ pm

Motion _____ 2nd _____ All in Favor/Opposed

XIII. Administrative Items

A-1 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the following Montague Township School field trips.

Newton Theatre – Elf the Musical	December 12, 2019	\$5pp x 18= \$90.00	Booked
Pocono Environmental Education Center	April 27, 2020	22 students @ \$22 each = \$484 2 adults @ \$22 each = \$44 Total = \$528	Booked

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolic	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-2 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Montague Township School District Calendars for the 2020–2021 and 2021-2022.

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolic	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-3 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve Parete Somjen Architects as the Architect of Record for the Montague Township School District for the 2019-2020 school year.

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolic	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-4 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve participation in the 2020 Tri-State Spelling Bee on Sunday March 8, 2020 at the cost of \$625.00.

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolic	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

XIV. Financial Items

F-1 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve October 16, 2019 thru December 17, 2019 - Bill List attached and listed below:

	Check Numbers	Amount
Regular Bill List	#A:N1023-N1214 A:25226-A:25331	\$1,395,714.71
Lunch Program	F: N1714-1716	\$16,116.95

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolic	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-2 BE IT RESOLVED, , at the recommendation of the Superintendent, that the Montague Township Board of Education approve the attached list of line item transfers effective September 2019 and October 2019.

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolic	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-3 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education re-approve the Board Secretary’s Report (A-148) for the month of July 2019 and August 2019 because of the revised Audit adjustment.

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolic	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-4 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education re-approve the Treasurer of School Monies Report (A-149) for the month of July 2019 and August 2019 because of the revised Audit adjustment.

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolic	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-5 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Board Secretary’s Report (A-148) for the month of September 2019 and October 2019.

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolic	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-6 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Treasurer of School Monies Report (A-149) for the month of September 2019 and October 2019.

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolic	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-7 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Comprehensive Maintenance Plan (CMP) in accordance with N.J.A.C. 6A:26A for the school years encompassing 2018-2019, 2019-2020 and 2020-2021.

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolic	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-8 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Annual Maintenance Budget Amount Worksheet (Form M-1) per N.J.A.C. 6A:26A for the 2019-2020 budget year.

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolic	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-9 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the upgrade of the network Domain controller due to End of support by Microsoft on January 14, 2020 which will no longer provide automatic fixes, updates, or online technical assistance opening the network to security vulnerabilities. Contract PANQ11937

- 1 HP ProLiant DL360 G10 1U Rack Server - \$4,166.48
- Microsoft WIN SVR STD CORE 2019 SNGL 2LICS NL CORE LICS - \$978.40
- HPE Care - 3 Year Extended Warranty - Warranty - 9 x 5 Next Business Day - \$ 607.56

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolic	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-10 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education retroactively approve to Award Montague Elementary School Cleaning Services Bid 19-06

WHEREAS, the Board of Education solicited bid for School Cleaning Services; and

WHEREAS, the Board of Education received the two bids from the contractors; and one was disqualified due to failure to meet bid specifications.

WHEREAS, JAN-PRO of Northern NJ. submitted bid 19-06 in the amount of \$48,965.00.

NOW, THEREFORE BE IT RESOLVED, that the Board of Education hereby awards JAN-PRO of Northern NJ to clean Montague Elementary School in the amount of \$48,965.00 and effective date as of the December 9,2019.

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolicce	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-11 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Tuition Contract between Celebrate the Children and the Montague School for student #7671899359 for the 2019-2020 School year commencing on September 5 ,2019 for 180 billable days. The Board of Education shall pay the tuition amount of \$73,179.00 and pay additional tuition for extraordinary services in amount of \$27,000.00.

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolicce	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-12 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Tuition Contract between High Point Regional Board of Education as the Receiving District for Montague School District Board of Education and Lakeland Andover School for student #6308349844 for the 2019-2020 School year commencing on September 3 ,2019 for billable days. The Board of Education shall pay the tuition amount of \$55,800.00.

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolicce	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-13 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education the approve following staff members to attend the indicated workshops conducted by New Jersey Association of School Business Officials.

Attendee(s)	Workshop/Location	Date	Cost
Erkan Gumustekin	Negotiating Health Benefits/Procuring Insurance Rockaway, NJ	12/10/2019	\$100
Erkan Gumustekin	Grant Overview and Preschool Expansion Rockaway, NJ	01/22/2020	\$100 Plus: OMB Mileage / Tolls
Erkan Gumustekin Alvinna Mheiny	Pensions Rockaway, NJ	2/20/2020	\$200 Plus: OMB Mileage / Tolls
Erkan Gumustekin Alvinna Mheiny	Purchasing Rockaway, NJ	3/19/2020	\$200 Plus: OMB Mileage / Tolls

Erkan Gumustekin	Audit Review Rockaway, NJ	4/28/2020	\$100 Plus: OMB Mileage / Tolls
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Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolicc	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-14 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the Comprehensive Annual Financial Report and Auditors' Management Report on Administrative Findings as presented by the District's auditing firm of Nisivoccia LLP Certified Public Accountants & Advisors for the fiscal year ending June 30, 2019.

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolicc	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-15 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the attached Corrective Action Plan resulting from the 2018-2019 fiscal year audit.

Moved by:

Seconded by:

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolicc	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-16 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the Tuition Contract between Newton Board of Education and the Montague School for student 1#1377362475, student 2#4827890075 and student 3 #5693807913 for the 2019-2020 School year commencing on September 1 ,2019. The Board of Education shall pay the total tuition amount of \$47,557.00

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolicc	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-17 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education resolution for Mark Romano and Timothy Capone to attend the New Jersey Association of School Administrators Techspo conference on January 30, 2020-January 31, 2020:

WHEREAS, The Montague Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, The board of education has determined that the conference and informational programs sponsored by New Jersey Association of School Administrators Techspo and set forth below are directly related to and within the scope of the employees duties; and

WHEREAS, The board of education has determined that the workshop, training and informational programs sponsored by New Jersey Association of School Administrators Techspo forth below are directly related to and within the scope of the traveler's current responsibilities and the board's professional development plan; and

WHEREAS, The board of education has determined that participation in the New Jersey Association of School Administrators Techspo workshop, 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 New Jersey Association of School Administrators Techspo 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 provisions 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 mileage reimbursement rate of [\$.35] per mile is a reasonable rate; and

WHEREAS, the board of education has determined that participation in the New Jersey Association of School Administrators Techspo workshop training and informational programs is in compliance with the district policy on travel; therefore be it

RESOLVED, That the Montague board of education hereby approves the attendance of the listed district employees at the listed New Jersey Association of School Administrators Techspo Network conference 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 Montague Board of Education authorizes in advance, as required by statute, attendance at the following New Jersey Association of School Administrators Techspo, training programs and informational events:

New Jersey Association of School Administrators Techspo

January 30, 2020-January 31, 2020

Registration \$475/per person

Hotel Room per person- \$95.00 plus occupancy fees

Mileage- \$0.35/mile plus tolls

M&IE- \$49.50 per day/person

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolice	Teufert	Underwood	Total
YES								
NO								

ABSTAIN								
ABSENT								

F-18 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the 2020-2021 Preschool Expansion Aid (PEA) One-Year Preschool Program Plan.

Roll Call	Caramucci	Cole	Kurtzman	Plotsky	Spinapolicc	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

XIV Unfinished Business

XV New Business

XVI Executive Session if necessary:

BE IT RESOLVED, that the Montague Board of Education recess and proceed to executive session to discuss personnel matters and legal issues. Action may or may not be taken.

Motion to open Executive Session at ____pm
 Motion ____ 2nd ____ All in Favor/Opposed

Motion to close Executive Session at ____pm
 Motion ____ 2nd ____ All in Favor/Opposed

Motion to reopen Regular Meeting at ____pm
 Motion ____ 2nd ____ All in Favor/Opposed

XVII Adjournment

Motion ____ 2nd ____ All in Favor/Oppose
 Time of Adjournment: _____