

**Montague Board of Education Meeting
Organization Meeting Agenda
January 2, 2019
6:00 pm**

I. The Secretary shall call the meeting to order.

II. Flag Salute

III. Mission Statement

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

IV. The Secretary shall announce the notice of the meeting

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.

V. The Secretary shall announce the official results of the annual school election:

Montague Township Board of Education Members

Vote for Two (2)

Three Year Terms

Candidates	Total Votes	Percentage Votes
Jennifer Caramucci	872	40.90
Glen A. Plotsky	694	32.55
George A. Gelderman, Jr.	533	25.00
Write-In	33	1.55

VI. The Secretary shall administer the oath of office to the newly-elected Board members:

- Jennifer Caramucci
- Glen A. Plotsky

VII. The Secretary shall conduct a Roll Call

	Present	Absent
Gayle Andriac		
Jennifer Caramucci		
Diane Cole		
Sally Kurtzman		
Glen Plotsky		
Linda Spinapolice		
Charles Teufert		

Others Present:
 Timothy Capone - Chief School Administrator
 George Hagl – Acting Business Administrator/Board Secretary

VIII. The Secretary will entertain nominations for President. Nominations follow.

IX. The Secretary shall conduct a roll call vote for the position of President.

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

X. The elected Board President assumes the chair.

XI. The Board President will entertain nominations for First Vice-President. Nominations follow.

- D. That the Board appoints George J. Hagl to be designated as the district’s Right to Know Officer, whose term of office shall coincide with the life of the Board.

Moved:

Seconded:

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

- E. That the Board appoints George J. Hagl to be designated as the district’s Purchasing Agent, whose term of office shall coincide with the life of the Board.

Moved:

Seconded:

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

- F. That the Board appoints George J. Hagl to be designated as the district’s Integrated Pest Management Coordinator, whose term of office shall coincide with the life of the Board.

Moved:

Seconded:

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

- G. That the Board appoints George J. Hagl to be designated as the district’s Custodian of Records (as required under the Open Public Records Act), whose term of office shall coincide with the life of the Board.

Moved:

Seconded:

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

H. That the Board appoint Erkan Gumustekin as acting Custodian of Records whose terms of office shall coincide with the life of the Board.

Moved:

Seconded:

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

I. That the Board appoints Michelle LaStarza as the Treasurer of School Monies, whose term of office shall coincide with the life of the Board.

Moved:

Seconded:

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

J. That the Board appoints Carol Lastarza as the district's ADA officer.

Moved:

Seconded:

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

K. That the Board appoints Timothy C. Capone as the district's Affirmative Action Officer.

Moved:

Seconded:

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

L. That the Board appoints Danielle LaStarza as the district’s Homeless Liaison.

Moved:

Seconded:

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

M. That the Board appoints Danielle LaStarza as the district’s 504 officer.

Moved:

Seconded:

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

N. That the Board appoint Delegate and Alternate to the New Jersey School Boards Association whose terms shall coincide with the life of the Board.

Moved:

Seconded:

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

O. **WHEREAS**, the Montague Board of Education desires to establish procedures for authorized signatures to be placed on the various categories of checks issued by the Board:

BE IT RESOLVED that the signatures of the Board President, Acting Board Secretary, and the Treasurer of School Monies shall be required on checks issued in payment of bills; and

BE IT FURTHER RESOLVED that the signature of the Board President and the Treasurer of School Monies and the original signature of the Acting Board Secretary or Chief School Administrator shall be required on Bill Lists; and

BE IT FURTHER RESOLVED that the signature of the Treasurer of School Monies shall be required on all checks issued on the Payroll Agency Account.

BANK DEPOSITORIES

ACCOUNT	SIGNATORIES	BANK
General Fund	_____, Board President George Hagl, Acting Bus. Adm. / Bd. Sec. Michelle LaStarza, Treasurer of School Monies	Sussex Bank
Capital Reserve Acct.	_____, Board President George Hagl, Acting Bus. Adm. / Bd. Sec. Michelle LaStarza, Treasurer of School Monies	Sussex Bank
Trust & Payroll Agency	Michelle LaStarza, Treasurer of School Monies George Hagl, Acting Bus. Adm. / Bd. Sec. Erkan Gumustekin, Ass't Business Administrator	Sussex Bank
Payroll Account	Michelle LaStarza, Treasurer of School Monies George Hagl, Acting Bus. Adm. / Bd. Sec. Erkan Gumustekin, Ass't Business Administrator	Sussex Bank
Unemployment	George Hagl, Acting Bus. Adm. / Bd. Sec. Erkan Gumustekin, Ass't Business Administrator	Sussex Bank
Summer Savings	Michelle LaStarza, Treasurer of School Monies George Hagl, Acting Bus. Adm. / Bd. Sec. Erkan Gumustekin, Ass't Business Administrator	Sussex Bank
Student Council	Michelle LaStarza, Treasurer of School Monies George Hagl, Acting Bus. Adm. / Bd. Sec. Erkan Gumustekin, Ass't Business Administrator	Sussex Bank
School Lunch Program	Michelle LaStarza, Treasurer of School Monies George Hagl, Acting Bus. Adm. / Bd. Sec. Erkan Gumustekin, Ass't Business Administrator	Sussex Bank

Flexible Spending

**Michelle LaStarza, Treasurer of School Monies Sussex Bank
 George Hagl, Acting Bus. Adm. / Bd. Sec.**

Dureler Fund

**Michelle LaStarza, Treasurer of School Monies Sussex Bank
 George Hagl, George Hagl, Acting Bus. Adm. / Bd. Sec.**

N.J. Cash Management

**Michelle LaStarza, Treasurer of School Monies
 George Hagl, Acting Bus. Adm. / Bd. Sec.
 Erkan Gumustekin, Ass't Business Administrator**

Moved:

Seconded:

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

P. That President _____(or in his/her absence) Vice-President) _____together with Timothy C. Capone, Superintendent and Acting School Business Administrator / Board Secretary George J. Hagl be authorized to sign the payroll summary sheets prepared semi-monthly.

Moved:

Seconded:

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

Q. That the New Jersey Herald be designated as the official newspaper and, The Times Herald Record will be designated as the official alternate newspaper.

Moved:

Seconded:

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

R. That the Board of Education approves the following dates for public meetings:

Designation of Meetings (18A:10-6)

WHEREAS, the Open Public Meetings Act requires the Board of Education to provide notice of regularly scheduled meetings within seven days following the Annual Organization Meeting of the Board and,

WHEREAS, the Board of Education of the Township of Montague establish the following notice of regularly scheduled meetings be adopted and held in the Montague Elementary School cafeteria.

**Notice of Public Meetings for Montague Board of Education
 475 Route 206
 Montague, NJ 07827
 6:00 pm**

January 2, 2019 Organization Meeting	January 15, 2019	January 29, 2019 (5 th Tuesday)
February 5, 2019		February 19, 2019
March 5, 2019		March 19, 2019 Adoption & Filing of Budget
April 2, 2019	April 16, 2019	April 30, 2019 (5 th Tuesday)
May 7, 2019 Public Budget Hearing (Tentative)		May 21, 2019
June 4, 2019		June 18, 2019
July 2, 2019	July 16, 2019	July 30, 2019 (5 th Tuesday)
August 6, 2019		August 20, 2019
September 3, 2019		September 17, 2019
October 1, 2019	October 15, 2015	October 29, 2019 (5 th Tuesday)
November 5, 2019		November 19, 2019
December 3, 2019		December 17, 2019

January 7, 2020 – Organization Meeting
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BE IT FURTHER RESOLVED, the aforesaid notice of regularly scheduled meetings be posted in the Elementary School on the community bulletin board located outside the front office at 475 US Route 206, Montague, NJ 07827 and,

BE IT FURTHER RESOLVED, the aforesaid notice of regularly scheduled meetings be filed at with the Montague Township Clerk and,

BE IT FURTHER RESOLVED, Special Public Meetings where official action is taken will be scheduled as needed in compliance with New Jersey Sunshine Law. Closed Executive Sessions with the public excluded for the purpose of discussing personnel, legal matters, negotiations, or any other exception as defined in N.J.S.A 10:4-12 will be authorized as needed by resolution during public meetings or by special notice.

Moved:

Seconded:

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

S. That all existing bylaws, policies and regulations, curriculums, textbooks, contracts and agreements as established by act and practice of previous Boards of Education are to remain in force and effect until such time as the present Board necessitates change by way of resolution.

Moved:

Seconded:

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

T. That the Board authorize the Acting Business Administrator/Board Secretary to advertise for bids, when legally necessary, for supplies, equipment and/or services for the 2019/2020 school year, and to authorize entering into agreements through the New Jersey Cooperative Purchasing Program, Morris County Educational Services Commission, Sussex County Educational Services Commission, and/or Educational Data Services, when in the best interest of the Montague Public School.

Moved:

Seconded:

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

U. That the Board approve participation in coordinated transportation with the Sussex Count Educational Services Commission for the 2019/2020 school year.

Moved:

Seconded:

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

I. President Report

II. CSA Report

III. SBA Report

- Presentation of our districts 2017 / 2018 fiscal year audit, by the auditing firm of Nisivoccia LLP, Certified Public Accountants & Advisors.
- 2019 School Election and Budget Procedures Calendar – Type II District with a November Election Including Regional Districts - enclosed

IV. Correspondence

V. Approval of Minutes

BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the minutes of December 4, 2018.

Moved:

Seconded:

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

VI. Public Session

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

VII. Action Items

F-1 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the December 5, 2018 thru January 2, 2019 - Bill List attached and listed below:

	Check Numbers	Amount
Regular Bill List	#A:24543 – A:24598	\$915,099.77
Lunch Program		\$ 0

Moved:

Seconded:

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

F-2 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the write-off of \$80,331.34 (Capital Projects) Fund 30 balance and transfer these funds to (General Fund) revenue account number 10-1980 (Refund of Prior Year's Expenditures).

Moved:

Seconded:

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

F-3 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the write-off of .01 from the 2016-2017 fiscal year carry forward balance in account 10-421 (Accounts Payable) and record this write-off in (General Fund) revenue account number 10-1980 (Refund of Prior Year's Expenditures).

Moved:

Seconded:

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

F-4 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, 2018.

Moved:

Seconded:

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

F-5 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the attached Corrective Action Plan resulting from the 2017-2018 fiscal year audit.

Moved:

Seconded:

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

F-6 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve Glen Plotsky to attend the NJSBA Leadership Training on Saturday, February 9, 2019. The cost of the program is \$50.00 plus mileage and toll reimbursements.

Moved:

Seconded:

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

VIII. Unfinished Business

IX. New Business

X. Executive Session:

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

XI Adjournment

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