

Montague Township Board of Education Meeting
Regular Meeting Agenda
June 14, 2021
6:30 pm

I. Call to Order

II. Roll Call

	Present	Absent
Denise Bogle, Vice President		
Dale Bouma		
Paul Brislin		
Danielle Christmann-Board Secretary		
Barbara Holstein, President		
Glen Plotsky		
Krista Mikulski		

Others Present:

John Nittolo- Acting Chief School Administrator

III. Flag Salute

IV. Mission statement: The mission of the Montague Township School District is to provide the best educational experience and opportunities 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 Sunday New Jersey Herald.

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 ____

Motion ____ 2nd ____

All in Favor/Opposed

Motion to close Executive Session at ____

Motion ____ 2nd ____ All in Favor/Opposed

Motion to reopen Regular Meeting at ____

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 Acting Superintendent, that the Montague Township Board of Education approve the minutes of May 18,2021.

Moved:								Seconded:
Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the minutes of May 24, 2021.

Moved:								Seconded:
Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the executive minutes of May 24 ,2021.

Moved:								Seconded:
Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

- XII. Discussion -- American Rescue Plan- ESSER III -Safe Return Plan**
- XIII. Public Session -- Agenda Items**

Public comment is invited on all matters pertaining to the school district. All participants shall be permitted four (4) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate.

The board uses the public comment 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.

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

P-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education approve Acting Superintendent and Business Administrator as accountability officers for federal grants for the 2021-2022 school year.

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-1 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve James Andriac Jr. as the Director of Student Activities/Social Studies/ Elementary School Teacher effective July 1, 2021, through June 30, 2022, at an annual rate of \$82,000.

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-2 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve Melinda Bellis as the Confidential Secretary effective July 1, 2021, through June 30, 2022 at an annual rate of \$42,000.

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-3 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve Mark Romano as the IT Specialist/Project Manager effective July 1, 2021, through June 30, 2022, at an annual rate of \$82,000.

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-4 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve Darrell Stewart as the Transportation/Facilities/Custodial Manager effective July 1, 2021, through June 30, 2022, at an annual rate of \$75,000.

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-5 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve Danielle Conklin as the District Office Secretary/CST and Guidance/Transportation Secretary /Nutrition Coordinator effective July 1, 2021, through June 30, 2022, at an annual rate of \$38,000.

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-6 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve Genee Meli as the Part-time Supervisor of Curriculum and Instruction at a daily rate of \$400 for a maximum of 60 days effective July 1, 2021, through June 30, 2022.

Moved:

Seconded:

ABSTAIN								
ABSENT								

F-4 BE IT RESOLVED, that pursuant to N.J.A.C. 6A:23A-2.11(c) 3, the Montague Township Board of Education certify that as of April 30,2021, after review of the Secretary's monthly financial reports for April 30, 2021 (appropriations section), and upon consultation with the appropriate district officials, Montague BOE is in compliance with N.J.A.C 6A:23-2.11 (c) 4 and shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16:10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-5 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the attached list of line item transfers effective April 30, 2021. (Attachment)

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-6 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following individuals or firms in their respective positions for the 2021-2022 school year.

District Architect	Parette Somjen Architects
Board Attorney	Comegno Law Group
Board Attorney	Cleary Giacobbe Alfieri Jacobs LLC
Board Auditor	Nisivoccia
Accounting/Personnel Software Provider	CDK Systems
Payroll Computer Service Provider	R&L Datacenters, Inc.
Insurance Management Consultant	Treadstone Risk Management LLC

Dental Insurance Broker	Treadstone Risk Management LLC
Student Information/Food Service Data Service	Realtime Information Technology
E-rate Consultant	e2e Exchange, LLC,
Purchasing and The Right to Know Service	Educational Data Services Inc
Water Operator	Bill Grennille
403(b), ROTH 403(b), and 457("the Plan")	Security Benefit
Group Disability Insurance Broker	Prudential
School Doctor	Denise Autotte
Voluntary Tax Shelter Annuity Provider(403b)	Axa Equitable

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-7 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Business Administrator to advertise for bids, when legally necessary, for supplies, equipment and/or services for the 2021/2022 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 Hunterdon County Educational Services Commission when in the best interest of the Montague Township Public School.

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-8 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following resolution:

WHEREAS N.J.S.A. 18A:21-2 and N.J.A.C. 6A:23A-14.3 (a) permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess

current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

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

WHEREAS, the Montague Township Board of Education has determined that up to \$ 900,000 may be available for such purpose of transfer.

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

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-9 BE IT RESOLVED, at the recommendation of the Acting Superintendent that the Montague Township Board of Education approve the following resolution:

WHEREAS N.J.A.C. 6A:23A-14.3 (b) permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

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

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

WHEREAS, the Montague Township Board of Education has determined that up to \$200,000 may be available for such purpose of transfer.

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

F-10 BE IT RESOLVED, at the recommendation of the Acting Superintendent that the Montague Township Board of Education approve the following resolution:

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b) has increased the bid threshold amount for

school districts which have a Qualified Purchasing Agent, from \$40,000 to \$44,000 effective July 1, 2020.

WHEREAS the Montague Township Board of Education would like to take advantage of the maximum statutory bid threshold amount of \$44,000 for school districts who do have a qualified purchasing agent.

NOW, THEREFORE BE IT RESOLVED that the Montague Township Board of Education, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorizes School Business Administrator award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount.

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-11 BE IT RESOLVED, at the recommendation of the Acting Superintendent that the Montague Township Board of Education approve to appoint Business Administrator for the Montague Township Board of Education 2021-2022 school year, as Public Agency Compliance Officer for purchasing and liaison official with the authority to recommend the appropriate corrections to the district’s contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-12 BE IT RESOLVED, at the recommendation of the Acting Superintendent that the Montague Township Board of Education approve to appoint the Acting Superintendent as claims auditor for the 2021-2022 school year to approve checks and emergency account transfers during the month that cannot wait for the board meeting. Such checks will

appear on the bills list and transfers will be confirmed by the board at the next regular meeting.

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-13 BE IT RESOLVED, at the recommendation of the Acting Superintendent that the Montague Township Board of Education approve the chart of accounts for the budgetary process and authorizes the Acting Superintendent and the Business Administrator to implement the 2021-2022 budget and to commit funds within budgetary limitations pursuant to the policies and regulations of the State Board and Montague Township Board of Education.

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-14 BE IT RESOLVED, at the recommendation of the Acting Superintendent that the Montague Township Board of Education approve to authorize the Business Administrator to make regular payments of such standard bills as Health & Dental Benefits, Utilities, Board's Share of Social Security, Pensions, Unemployment Tax, Salaries, Tuition, Transportation and Cafeteria expense bills, for the 2021-2022 school year.

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-15 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education authorize payroll deductions for tax sheltered annuities and other depositories authorized by the staff with Equitable and Prudential for the 2021-2022 school year.

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-16 BE IT RESOLVED, at the recommendation of the Acting Superintendent that the Montague Township Board of Education approve to the requisition for taxes for the Montague Township for the 2021-2022 school year.

FY22

Jul-21	\$	547,703.83
Aug-21	\$	547,703.83
Sep-21	\$	547,703.83
Oct-21	\$	547,703.83
Nov-21	\$	547,703.83
Dec-21	\$	547,703.83
Jan-22	\$	547,703.83
Feb-22	\$	547,703.83
Mar-22	\$	547,703.83
Apr-22	\$	547,703.83
May-22	\$	547,703.83
Jun-22	\$	547,703.83
TOTAL	\$	6,572,446.00

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-17 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education approve the purchase of 4 PROMETHEAN ACTIVPANEL 65" and 2 PROMETHEAN ACTIVPANEL 86" under NJ State Cooperative Purchasing Program BID # HCESC-CAT-19-06. This Purchase to enhance the learning capabilities of the Montague Township School District. The cost of the purchased items \$24,414.00 would be covered by the funds received from the Rural Technology grant. This will complete the upgrade from obsolete projection boards to Promethean Active panels for all classrooms.

<u>Quantity</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Total Cost</u>
2	AP7-B86-NA1 ACTIVE PANEL 86 (2)	\$5,717.00	\$11,434.00
4	AP7-U65-NA-1 ActivPanel 65" Nickel Series (4)	\$1,799.00	\$7,196.00
6	APM5YROSS 2 Yr Extended Warranty (6)	\$145.00	\$870.00
1	Hunterdon County Educational Services Commission Cooperative Purchasing Program BID # HCESC-CAT-19-06 (1)	\$0.00	\$0.00
6	INSTALLATION OF FLAT PANEL ON PLAIN WALL (6)	\$530.00	\$3,180.00
6	PRM-CBOX PROMETHEAN CHROMEBOX(6)	\$289.00	\$1,734.00
			\$24,414.00

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-18 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve Commercial Interior Direct Inc to do minor constructions in some classrooms. Constructions are including removal of asbestos floor tiles and installation of floor tiles. Total cost for this project is \$37,834.62.

NOW, THEREFORE BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education request the approval of a Maintenance Reserve withdrawal in the amount of \$37,834.62 to do above projects.

Moved:

Seconded:

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-19 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve alternate vendor the for the 403(b), ROTH 403(b), and 457("the Plan")

WHEREAS, the District, heretofore has maintained the Montague School District 403(b), ROTH 403(b), and 457("the Plan") for the benefit of its eligible employees; and

WHEREAS, the District has reserved the right to amend the Plan at any time; and

WHEREAS, the Board of Education of the District has determined that it would be in the best interests of the district to amend the Plan.

NOWHEREFORE, be it:

RESOLVED, that the Plan shall be amended to add Security Benefit as an approved vendor effective as soon as administratively possible after the signature date.

And be it further:

RESOLVED. That the officers of the district hereby are authorized to execute such documents and to take other additional actions as they shall deem necessary or appropriate to effect the foregoing resolutions.

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-20 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the submission of Special Education Extraordinary Aid (EXAID) application for Fiscal Year 2020-201 and acceptance of the grant award.

Roll Call	Bogle	Bouma	Brislin	Christmann	Holstein	Plotsky	Mikulski	Total
YES								
NO								
ABSTAIN								
ABSENT								

XIV. Public Session

Public comment is invited on all matters pertaining to the school district. All participants shall be permitted four (4) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate.

The board uses the public comment 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.

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

XV. Unfinished Business

XVI. New Business

XVII. Executive Session if necessary:

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

XVIII. Adjournment Motion _____ 2nd _____ All in Favor/Opposed

Time of Adjournment: _____