

**Montague Board of Education Meeting
Rescheduled Meeting Minutes
August 23, 2018
6:00 pm**

I. Call to Order

II. Roll Call

	Present	Absent
Glen Plotsky, President	X	
Linda Spinapolice, Vice President	X	
Gayle Andriac	X	
Sally Kurtzman	X	
Emma Masset		X
Diane Cole		X
Charles Teufert		X

Others Present:

Timothy Capone - Chief School Administrator
Tina Palecek – Business Administrator/Board Secretary

III. Flag Salute

IV. 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. Announcement of Executive Session

VI. 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 6:02 pm
Motion Gayle Andriac 2nd by Sally Kurtzman
All in Favor
None Opposed
Motion Carried

Motion to close Executive Session at 7:52 pm
Motion Linda Spinapolice 2nd by Gayle Andriac
All in Favor
None Opposed
Motion Carried

Motion Carried Motion to reopen Regular Meeting at 7:52 pm
Motion Sally Kurtzman 2nd by Linda Spinapolice
All in Favor
None Opposed
Motion Carried

VII. Approval of Minutes of the following Board of Education meetings:

June 5, 2018

Motion: Linda Spinapolice

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

June 19, 2018

Motion: Linda Spinapolice

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

July 17, 2018

Motion: Linda Spinapolice

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

VIII. CSA Report

Mr. Capone reported it was a busy summer. The following projects being completed:

- Sidewalk
- Fence
- Painting
- Floors
- Moved Rooms, Upper Wing is Grades 5-8 and Lower Wing is PreK-4
- Oil Tank Removal

Boiler quotes. We got additional quotes as requested by the Board; Mrs. Palecek will discuss those quotes.

On August 13, 2018, the Governor signed a recess bill. Recess no longer counts as physical education for students. We now have to hire a new Health/PE teacher. We now must overhaul the Master Schedule to include new Health and PE requirements.

There is a Memorandum from Kathy Helewa, New Jersey School Boards, regarding a School Year 2018-2019 Goal Setting Workshop for September 8, 2018 or September 22, 2018.

The Board needs to set Board Goals, District Goals, and Superintendent Goals. As discussed in the goal session with Ms. Helewa earlier this summer, the Board discussed the following as goals:

- Board Goals:
 - Long Range Facilities Plan
 - Curriculum Compliant
 - Additional Efficiencies in District

Mr. Capone discussed with the Board the need for a Long-Term Strategic Plan as a goal. Having a Long-Term Strategic Plan as Board Goal and District Goal will allow the Board to look forward and continue to improve the school.

September 4, 2018 Board of Education meeting will be the walk-thru. The Board and public will be invited to see the building and the improvements made this summer.

At the last meeting there was a recommendation by the Superintendent to affirm HIBs 5-30-18 and 5-31-18. Although it was recommended there was no vote; the vote was taken at this time.

A-3 BE IT RESOLVED, the Montague Board of Education affirm HIB findings or non-findings under 5-30-18 and 5-31-18 at the recommendation of the Superintendent.

Motion: Glen Plotsky

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

IX. SBA Report

Mrs. Palecek informed the Board members that the Annual Financial Audit was scheduled for August 27, 2018. It is expected to last five-days. The audit was scheduled earlier to assist any corrective action taking place as quickly as possible in the beginning of the new school year.

A hard copy of the 2017-2018 School Year financials was passed out.

The oil tank removal, preliminary reports indicate no issues with soil.

Correspondence was received from Sussex Technical School regarding NJ DOE determining the Montague Township School will be receiving a tuition credit of \$18,621.40 for the 2018-2019 School Year. The money will be disbursed over ten-months as a credit toward each month's tuition bill.

Mrs. Palecek received notification Montague has been awarded \$51,728.00 from the Small Rural School Achievement Grant (SRSA Grant). Mrs. Palecek applied in the spring and just received notification this month of the award.

Heating System: Mrs. Palecek handed out quotes to the Board Members and went over the documents. A cost breakdown between oil and propane was discussed to demonstrate the savings of propane over oil as a fuel source.

Proposals received from Wunder Heating & Air Conditioning, Hobbe Heat Power, Inc. and discussions of previously received proposal from H.T. Lyons were reviewed by Mrs. Palecek and Board members. Proposals were compared as well as questions asked and answered regarding the potential cost savings, dangers, time limits, and impact on the school by all Board members.

X. Correspondence

Email from District Parent, Stephanie Stoll
Letter from High Point Country Club

This correspondence from the High Point Country Club expresses concern for the safety of students entering and exiting the bus at this prescribed bus stop. Considering the safety concerns, the Board took action on this correspondence as Action Item A-4

A-4 BE IT RESOLVED, at the recommendation of the Superintendent that the Montague Board of Education change the bus stop for the elementary and middle school students from the front, North gate, to North Shore Point in the High Point Country Club.

Motion: Gayle Andriac

Second: Linda Spinapolicc

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

XI. Liaison Report

a. Non-voting Member Report

i. None

XII. Public Session

Motion to open public comment at 8:34 pm

Motion Sally Kurtzman 2nd by Gayle Andriac

All in Favor

None Opposed

Motion Carried

Dion Sasento, Shore Drive, the letter sent out to parents was confusing. If the school time is now 9:00 am to 4:00 pm, why did the letter have different times?

Mr. Capone responded to this question. There will be a second corrected letter mailed before the start of school. Ms. Sasento thanked Mr. Capone for all of the good things he's done.

George Gelderman, Deerfield Drive, expressed his appreciation of the bus stop being moved from the front gate to North Point. Mr. Gelderman also questioned what is the plan since Mr. Capone is the only administrator now if he is out of the building; who is in charge?

Mr. Plotsky responded that there are other individuals with the necessary credentials to oversee school functions in Mr. Capone's absence.

Mr. Gelderman also asked if a new English teacher had been hired; preferably the same one as the end of last year.

Mr. Capone responded that it was not necessary this year. Last year was due to staff changes.

Mr. Gelderman also noted that the transportation letters did not have city, state, or zip code and questioned how they were delivered.

Mr. Gelderman asked about signs within the school that say water is not for drinking.

Mrs. Palecek explained those signs are put up because not all water sources are tested within the building; those signs are just to indicate the water source was not tested. Montague did pass all water testing.

Todd Eastridge, Chimney Ridge, with the new heating system, will carbon dioxide sensors be an issue?

Mr. Stewart responded – no problem with new system and carbon dioxide.

Mr. Eastridge also commented that there was an issue with the mailing addresses on his letter and he is not sure he actually received everything for his children. He also asked if there is a required list of items students must have for school.

Mr. Capone responded, no.

Mr. Eastridge questioned the new school hours and how families will participate in extracurricular activities.

Mr. Capone responded that Montague is increasing activities so students do not have to go to other communities to participate in sports or clubs.

Mr. Eastridge also asked how he could pay his lunch bill.

Mrs. Palecek responded he can contact the Board Office and she will assist him.

Dot Rude, Shore Drive, why is the start date September 10, 2018? This late start is making families pay for an extra week of day care.

Mr. Capone responded the change is to allow additional professional development for staff.

Dion Sasento, Shore Drive, asked who the Grade 5 IEP teacher is.

No teacher information can be given at the time of this meeting.

Jennifer Caramucci, Oak Ridge, can students attend back to school night?

Mr. Capone responded, yes they are invited.

Motion to close public comment at 8:56 pm

Motion Gayle Andriac 2nd by Linda Spinapolice

All in Favor

None Opposed

XIII. Motion Carried Action Items

F-1 BE IT RESOLVED, that the Montague Board of Education approve the August 21, 2018 - Bill List attached and listed below:

	Check Numbers	Amount
Regular Bill List	#A:24223-A:24294	\$569,435.59

Motion: Linda Spinapolice

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

F-5 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the educational services contract between the State of New Jersey Commission for the Blind and Visually Impaired for the 2018-2019 Academic School Year for student # 4517983010 starting September 1, 2018 and ending June 30, 2019 in the amount of \$1,900.00

Motion: Linda Spinapolice

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

F-6 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the 2018-2019 Extended School Year contract between the Hamburg Board of Education and Montague School from July 9, 2018 through August 2, 2018 for student #5608801458. Tuition costs: \$3,753.17 which is calculated at 1/10 of annual tuition rate of \$37,531.75. Per Diem aide rate is \$44.73 with a total cost of \$715.68 – Total contract cost: \$4,468.85.

Motion: Linda Spinapolice

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

F-7 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the projects listed in the 2018 Safety Grant Application submitted to NJSIG so funding can be released to the Montague School District. The awarded amount is \$2,600.00 for construction projects at the Montague District School.

Motion: Linda Spinapolice

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

F-8 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the Montague Board of Education Treasurer Report for June 2018.

Motion: Linda Spinapolice

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

F-9 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the Montague Board Secretary Report for June 2018

Motion: Linda Spinapolicie

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

F-10 BE IT RESOLVED, the Montague Board of Education rejects all transportation bids for SPEC and authorizes the Business Administrator to revise specifications to be in compliance with the requirements of the Public School Contract Laws; as well as authorizes the Business Administrator to rebid the transportation contract bid number 2018-01.

Motion: Linda Spinapolicie

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

F-11 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the purchase of a cell phone for Darrell Stewart.

Motion: Linda Spinapolicie

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

F-12 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve non-resident half-day tuition contract NR-18-19-04 at \$400.00 per month.

Motion: Gayle Andriac

Second: Linda Spinapolicie

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

P-9 BE IT RESOLVED, that the Montague Board of Education approve the use of the 2018-2019 NJSBA Superintendent Evaluation Tool.

Motion: Glen Plotsky

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

P-10 BE IT RESOLVED, that the Montague Board of Education approve travel expenses for the 2018-2019 Fiscal Year for the Chief School Administrator, Timothy Capone to attend all N.J.A.S.A. County and State meetings.

Motion: Gayle Andriac

Second: Sally Kurtzman

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

P-11 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve travel expenses for the 2018-2019 Fiscal Year for the School Business Administrator, Tina Palecek to all NJASBO County meetings.

Motion: Gayle Andriac

Second: Sally Kurtzman

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

XIV Unfinished Business

Mr. Capone: At last meeting the Board discussed Board Goals, District Goals, and Superintendent Goals. These should be approved and set at this meeting so they are in place before the start of school.

Discussed Board Goals

- Using research performed by Administration, discuss sending options for the Montague 7th and 8th grades and then decide a course of action
- Consider Committee of the Whole, Board of the Whole, Hybrid Committee governance structure
- Increase the Board of Education professional development
- Develop a long-term strategic plan

Of the goals, increasing Board professional development can be addressed with Kathy Helewa's retreat on September 8, 2018. Approving increasing Board professional development is hopefully one the Board can agree to for a Board Goal.

All in attendance agreed that should be a Board Goal

Mr. Capone discussed the other idea previously discussed regarding Grade 7 & 8 students going somewhere else. He discussed due to legal issues, limitations of this very narrow topic, and this may not be a good goal for the Board. Mr. Capone suggested the goal be creating a Strategic Plan which would include items like the 7th and 8th graders, but would allow more options for the Board and the Superintendent. Mr. Capone pointed out the improvements the Board has made in LRFP, Spanish curriculum, and the STEM program. He thinks a Board Goal this specific would not support the forward momentum and global picture. A Strategic Plan would allow all stakeholders to be involved, Board members, staff, Administration, parents, and the community.

The Board discussed creating a Long-Term Strategic Plan – Mrs. Spinapolice verbalized a concern of setting this goal without all Board members having an opportunity to discuss this change.

District Goals

- Develop a long-term Strategic Plan
- Update curriculum to be NJDOE compliant
- Continue to investigate opportunities to improve efficiency

Superintendent goals were discussed noting they support the District Goals.

A-5 BE IT RESOLVED, the Montague Board of Education establish a Board Goal as:

1. The development of a long-term strategic plan as a Board Goal with the understanding that additional Board Goals will be added

District Goals

1. The investigation of efficiencies within the District
2. Update curriculum to be NJDOE compliant
3. To develop a Long-Term Strategic Plan

Superintendent Goals will be

1. To facilitate the investigation of efficiencies within the District
2. Assure the curriculum to be NJDOE compliant
3. Assist in the development of a Long-Term Strategic Plan

Motion: Glen Plotsky

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X				4
NO								
ABSTAIN								
ABSENT					X	X	X	3

XV New Business
None

XVI Adjournment

Motion Gayle Andriac 2nd by Sally Kurtzman

All in Favor

None Opposed

Time of Adjournment: 9:32 pm