

**Montague Township Board of Education Meeting  
Workshop Action Meeting Minutes  
April 5, 2023**

**1. CALL TO ORDER at 7:30 p.m.**

**2. ROLL CALL**

	Present	Absent
Barbara Holstein, President	x	
Paul Brislin, Vice President	x	
Christopher Bell	x	
Andree Campbell	x	
Danielle Christmann	x	
Tasha DeGeorge	x	
Michael Zernhelt	x	

Others Present:

	<u>Present</u>	<u>Absent</u>
James Andriac - Acting CSA	x	_____
Carl Morelli, SBA/BS	x	_____
Joseph Garcia, Esq.	_____	x

**3. FLAG SALUTE - FOLLOWED BY A MOMENT OF SILENCE OR PRAYER**

**4. 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.**

**5. LEGAL NOTICE - 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.**

**6. 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 7:33 p.m.

Motion Barbara Holstein                      2<sup>nd</sup> Paul Brislin                                      Voice Vote: All in Favor

Motion to close Public Comment at 7:34 p.m.

Motion Barbara Holstein                      2<sup>nd</sup> Andree Campbell                                      Voice Vote: All in Favor

## 7. ANNOUNCEMENT OF EXECUTIVE SESSION

**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 7:34 p.m.

Motion Tasha DeGeorge                      2nd Danielle Christmann                      Voice Vote: All in Favor

Motion to close Executive Session at 9:46 p.m.

Motion Christopher Bell                      2nd Andree Campbell                      Voice Vote: All in Favor

Motion to reopen Regular Meeting at 9:46 p.m.

Motion Tasha DeGeorge                      2nd Christopher Bell                      Voice Vote: All in Favor

## 8. CSA REPORT - James Andriac, Acting CSA

- Announced March, 2023 student of the months
- Congratulated STEM team for receiving 2nd place at Walkill competition out of 10 schools
- Congratulated track for first track meet
- Thanked MEA for the wonderful carnival they put together and it was open to all students on Monday, April 3, 2023
- Ballards will be getting installed in front of the school.
- Ms. Christmann asked what the STEM team is? It is middle school and ran by Mr. Harris.
- We now have a cross-country track. If we want to have track meets at the school we would have to get an actual track. The students practice on the field which is adequate. A track field is on our LRFP.

## 9. SBA REPORT - Carl Morelli, SBA

- Under F-3 is the acceptance of the Climate Awareness Education grant in the amount of \$6,600. These funds will be used for materials and field trips for our FFA club members. This is a Pilot Program and has to be used by June 30th. Ms. Holstein asked if these funds for field trips and Mr. Morelli stated yes they would be used for field trips and supplies for the FFA.
- BG-2 is the approval of the proposal for our electrical upgrade from DMR. This proposal includes the services for field verification, construction documents, public bidding and construction administration. This project is part of our approved Long Range Facilities Plan and is an essential part of expanding our building and providing enough electricity for all of our rooms.
- Mr. Morelli announced that Mr. Andriac and himself presented the budget to the Montague Town council on March 28th and would like to thank the mayor and council members for their support with passing our budget at the April 25th election. If anyone has any questions regarding our budget please contact him at [budget@montagueschool.org](mailto:budget@montagueschool.org) or call his office.
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**10. BOARD PRESIDENT’S REPORT - Barbara Holstein** - Attended the March 28th town council meeting and believes the individually that the council members were satisfied and supporting the budget going forward and were a little surprised by the zero percent tax levy which shows the board is doing their due diligence by staying fiscally responsible as we can. We are working on our CSA/Board Evaluation. There is a glitch on the NJSBA website and I hope to have it completed by April 26, 2023. Board action does not need to be taken on this. Thanked the public who was attending tonight’s meeting and anyone who stayed online because the executive session was long due to a contract negotiation session. Thanked the board members and the public for their due diligence tonight.

**11. APPROVAL OF MINUTES**

**BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Regular Meeting Minutes and the Executive Minutes of March 8, 2023.

Moved: **Barbara Holstein**

Seconded: **Paul Brislin**

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

**BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Regular Meeting Minutes and the Executive Minutes of March 22, 2023.

Moved: **Tasha DeGeorge**

Seconded: **Andree Campbell**

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

**12. FINANCE**

**Ms. Holstein asked if anyone was opposed to doing a consent agenda for items F-1 through F-5 Motion to move items F-1 to F-5**

**Moved by Christopher Bell, seconded by Tasha DeGeorge**

**F-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Board Secretary’s Report and the Treasurer of the School’s Monies Report for the month of February 2023. They are both in agreement.

**F-2 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the March 23, 2023 through April 5, 2023 - Bill List listed below:

Fund 10	\$ 11,219.80
Fund 11	\$361,965.79
Fund 20	\$ 33,016.89
Fund 60	\$ 13,367.59
Fund 61	\$ 1,080.25
Grand Total	\$420,650.32

**F-3 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education accept the award of the School Climate Awareness Education Grant #23E00121 in the amount of \$6,600.00.

**F-4 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve scholarship for the following amount. The Dureler fund will be unitized to pay scholarships.

\$50 - The Durler Math Award  
 \$50 - The Durler Science Award

\$50 - The Merusi-Youngman Award for Physical Education

**F-5 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Montague Township Board of Education to participate in the NJSBA Cooperative Pricing Agreement (NJSBA ACES CPS #E8801).

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

**13. PERSONNEL**

**P-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **MARIE JOHNSON**, as full time bus driver, Step J, pending background check and satisfactory abstract driver review and current medical certification, for the 2022-2023 school year, with a start date of on or about April 17, 2023.

Moved: Michael Zernhelt

Seconded: Paul Brislen

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

**P-2 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **ANTONIO RAZZANO**, as 12 month full time custodian, Step G, pending background check, for the 2022-2023 school year, with a start date of on or about April 17, 2023.

Moved: Andree Campbell

Seconded: Tasha DeGeorge

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

**14. BUILDING & GROUNDS**

**Motion for BG-1 and BG-2 to be approved together**

Moved: Christopher Bell, seconded Paul Brislin

**BG-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the approve PTA's request for Use of Facilities for the following: Saturday, June 10, 2023 - 11:00 a.m. to 6:00 p.m. - Soccer field and bathroom usage for their End of the Year event (hours include setup and clean up).

**BG-2 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve DMR Architect's Proposal for Electrical Upgrades dated March 27, 2023 (DMR Proposal #M2023-024) to provide Architectural and Electrical Engineering Services for this project in the amount of \$56,500.00

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

**15. TRANSPORTATION**

**T-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education accept the Montague Township School - School Bus Emergency Evacuation Drill Report for dated April 4, 2023 Route #s: M1, M2, M3, M4 & M5 documenting the following information:

Time of Drill	Location	People Overseeing Drill	Other Info
9:00 a.m.	Front of building along sidewalk	James Andriac, Danielle Conklin, Michael D'Amore, Security	Sussex County Sheriff Dept. also present at the time of the drill.

Moved: Tasha DeGeorge      Seconded: Christopher Bell      Discussion: Mr. Zernhelt asked if our current transportation coordinator should be overseeing the drill as well. Mr. Andriac stated that he was driving one of the buses at the time. Ms. Holstein stated that in the future ask that in closed doors because it could pertain to personnel.

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

**16. ADMINISTRATION**

**A-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the PreK field trip to Light Up the Spectrum - Inclusion Center, Milford, PA, on Friday, May 26, 2023 from 9AM to 3PM at a cost of \$1,325.00. (Parents will transport students).

Moved: Tasha DeGeorge      Seconded: Danielle Christmann      Discussion: Mr. Bell asked what is Light of the Spectrum? Mr. Zernhelt said it is a nice little play place for children. Mr. Bell asked if it is open to the public and Ms. Holstein said it is. She went on the website. It is geared to early learning development with alot of different sensory stimulation. Mr. Andriac stated that the reason that the parents transport the children is because we do not have enough buses with car seats for all of our preschoolers. Ms. Holstein stated that one of things we should be looking at is a 2nd small bus that has the seats that fold down. It is a regular bus seat but folds down and has a 5 point harness. Mr. Andriac said we are at 56 preschoolers so we would need 2 of those buses.

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

**17. POLICY**

**PL-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the first reading of Policy #5512 - Harassment, Intimidation or Bullying.

Moved: Barbara Holstein      Seconded: Paul Brislin      Discussion: Ms. Holstein asked if the policy was online. Mr. Morelli stated that he believed so. Ms. Holstein is not reading the entire policy. If the public has a question on it they can read it online. All of the board members have reviewed this as it was part of the board packet. There was some minor discussion during the executive session. Ms. Holstein is okay to approve the policy without her reading the entire document tonight. This is the first reading. The second reading will be at the April 26, 2023 meeting.

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

**18. LIAISON REPORTS**

- Montague PTA - Danielle Christmann thanked the PTA for the 8th grade graduation signs.

**19. 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 10:08 p.m.  
Motion Christopher Bell 2<sup>nd</sup> Tasha DeGeorge Voice Vote: All in Favor

Motion to close Public Comment at 10:09 p.m.  
Motion Christopher Bell 2<sup>nd</sup> Michael Zernhelt Voice Vote: All in Favor

**20. UNFINISHED BUSINESS**

**BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the agreement between Montague Township School District and Mastermind Educator Agency for professional development to provide administrators with professional development opportunities to further develop their leadership skills and to provide leadership training and professional learning opportunities for key staff for an amount not to exceed \$10,000.00.

**Moved: Christopher Bell Seconded: Paul Brislin Discussion: Just as a note going forward, Ms. Holstein wants to make sure that a resolution should we decide to move with the other elements would include Mastermind Educator Agency and PLC. This is just with Jared and the District.**

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

**21. NEW BUSINESS** - Mr. Andriac stated that next year there will be planners for each student. One for K-5 and another for 6-8. All the students in the building made a cover to the planner and it was narrowed down to 20. The Board will vote on which one they would like to see as the cover of the 2023-2024 planner. Ms. Holstein said she loves the idea. Asked Mark if he can scan them and send them to the BOE members so they can review them and vote on them. Ms. Christmann asked if the little ones are for the little schoolers? Mr. Andriac stated the Board will be picking one of each. You will be picking one of the little ones and one of the big ones. Mr. Zernhelt made a suggestion that each member pick the top 3. Mr. Andriac stated that if there is not a clear winner we will do something else. Mr. Morelli said we will do a second round. Ms. Holstein asked Mr. Romano if he could put them on survey monkey. Mr. Andriac thanked Ms. Conklin for coming up with the idea.

**22. ADJOURNMENT**

Motion Tasha DeGeorge 2<sup>nd</sup> Danielle Christmann Voice Vote: All in Favor  
Time of Adjournment: 10:15 p.m.

Respectfully submitted,

*Carl Morelli*  
CARL MORELLI  
Board Secretary