

**Montague Township Board of Education Meeting
Workshop Action Meeting Minutes
July 12, 2023**

1. CALL TO ORDER at 6:30 p.m.

2. ROLL CALL

	Present	Absent
Barbara Holstein, President	x	
Michael Zernhelt, Vice President	x	
Christopher Bell	x (via zoom - 6:33 p.m.)	
Paul Brislin	x	
Andree Campbell	x	
Tasha DeGeorge	x	
Jaime Johnson	x	

Others Present:

	<u>Present</u>	<u>Absent</u>
James Andriac - Acting Superintendent	X	_____
Gregory Brennan, Interim SBA/BS	X	_____
Joseph Garcia, Esq. – Board Atty.	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. 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 6:33 p.m.

Motion Andree Campbell 2nd Paul Brislin Voice Vote: All in Favor

Motion to close Executive Session at 6:57 p.m.

Motion Michael Zernhelt 2nd Tasha DeGeorge Voice Vote: All in Favor

Motion to reopen Regular Meeting at 6:57 p.m.

Motion Andree Campbell 2nd Paul Brislin Voice Vote: All in Favor

7. CSA REPORT - James Andriac, Acting Superintendent - No HIB Reports. Fall Sports for grades 6th through 8th - all kids need physicals. Teacher Welcome Letters will be sent home the first week of August. Thank you to our custodial staff for the work they have done to the school building so far.

8. **INTERIM SBA REPORT - Gregory Brennan** - It is a pleasure to be here. 30 years experience in education. Retired in Union in 2019 and this is 5th intern BA job and looking forward to working with the District.
9. **BOARD PRESIDENT'S REPORT - Barbara Holstein** - Has not heard anything on the transportation bill regarding removing the CDL portion of requirement from the S drivers which is the small mini van drivers. Regarding the school board policies, dates have been set up with all board members to review sections. BOE subcommittees will be reviewing the policies. Ms. Holstein asked how summer program was going and Mr. Andriac stated it was going well.

10. 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 June 14, 2023 and June 28, 2023.

Moved: Tasha DeGeorge

Seconded: Michael Zernhelt

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

11. 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 7:05 p.m.

Motion Paul Brislin

2nd Tasha DeGeorge

Voice Vote: All in Favor

Motion to close Public Comment at 7:05 p.m.

Motion Barbara Holstein

2nd Tasha DeGeorge

Voice Vote: All in Favor

12. FINANCE AND INSURANCE - Barbara Holstein asked if we can do a consent agenda for Items F-1 through F-12 - Motion by Paul Brislin, 2nd Michael Zernhelt

F-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the June 29, 2023 through June 30, 2023 - Bill List listed below:

Fund 10	\$ 1,600.20
Fund 11	\$286,524.43
Fund 20	\$ 1,542.02
Fund 60	\$ 8,043.31
Fund 61	\$ 225.00
Grand Total	\$297,934.96

F-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the July 1, 2023 through July 12, 2023 - Bill List listed below:

Fund 11	\$19,662.36
Grand Total	\$19,662.36

F-3 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the acceptance of the Preschool Expansion Aid (PEA) in the estimated amount of \$814,856.00 for 56 general education students for the 2023-24 school year.

F-4 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the submission of the Special Education Extraordinary Aid (EXAID) application for fiscal year 2022-23 and acceptance of the grant award.

F-5 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Request to Provide Services Contract for educational services provided by the New Jersey Commission for the Blind and Visually Impaired from September 1, 2023 through June 30, 2024 for Student ID#100316 with a cost of \$14,600.00.

F-6 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, Prudential and Security Benefit for the 2023-2024 school year.

F-7 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Interim Business Administrator to advertise for bids, when legally necessary, for supplies, equipment, and/or services for the 2023/2024 school year, and to authorize entering into agreements through the New Jersey Cooperative Purchasing Program, Morris County Educational Services, Sussex County Educational Services Commission and Hunterdon County Educational Services Commission when in the best interest of the Montague Township School District.

F-8 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 the Interim 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.

F-9 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve to appoint the Interim Business Administrator for the Montague Township Board of Education 2023-2024 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 New Jersey Division of Contract Compliance and Equal Opportunity Office.

F-10 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 Interim Business Administrator to implement the 2023-2024 budget and to commit funds within budgetary limitations pursuant to the policies and regulations of the State Board and Montague Township Board of Education.

F-11 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve to authorize the Interim Business Administrator to make regular payments of such standard bills as Health and Dental Benefits, Utilities, Board's Share of Social Security, Pensions, Unemployment Tax, Salaries, Tuition, Transportation and Cafeteria expense bills for the 2023-2024 school year.

F-12 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following Resolution to Join/Renew Membership with New Jersey Schools Insurance Group Educational Risk & Insurance Consortium - West Indmity and Trust Agreement:

WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group ("NJSIG") is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Montague Township Board of Education, hereinafter referred to as the "Educational Institution," has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, THAT:

1. This agreement is made by and between NJSIG and the Educational Institution;
2. The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on **July 1, 2023, and ending July 1, 2026 at 12:01 a.m.**;

3. In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
4. The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
5. NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
6. By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join/Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
7. The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
8. The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;
9. The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
10. If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
11. The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,

12. The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join/Renew Membership to NJSIG.

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

**13. PERSONNEL - Consent Agenda for Items P-1 TO P-6
Motion by Tasha DeGeorge, 2nd by Andree Campbell**

P-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve tuition reimbursement to Employee #4750035 in the amount of \$606.00.

P-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve tuition reimbursement to Employee #10870629 in the amount of \$2,033.50.

P-3 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education accept the resignation of Employee #10870677 effective August 31, 2023.

P-4 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve Employee #10870536 maternity leave as of October 2, 2023 through approximately May 20, 2024.

P-5 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **JAMES CICALEASE** as full time bus driver, pending background check, if needed, at \$25.00 per hour for the 2023-2024 school year with a start date of September 1, 2023.

P-6 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education approve **JENNIFER SEMINERIO**, as full time Preschool Teacher, Step E/MA, pending background check, for the 2023-2024 school year with a start date of August 29, 2023.

Ms. Holstein wished luck to the employee who was resigning.

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

14. ADMINISTRATION - Consent Agenda for Items A-1 through A-5
Motion by Tasha DeGeorge, 2nd by Andree Campbell

A-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **GREGORY BRENNAN**, the Interim Business Administrator, as the Accountability Officer for Federal Grants for the 2023-2024 school year.

A-2 BE IT RESOLVED, that the Montague Township Board of Education appoints, **GREGORY BRENNAN**, Interim School Business Administrator, to be designated as the Investment Officer of Records whose term shall run through the 2024 Reorganization Meeting.

A-3 BE IT RESOLVED, that the Montague Township Board of Education appoints, **GREGORY BRENNAN**, Interim School Business Administrator, to be designated as the District's Right of to Know Officer, whose term shall run through the 2024 Reorganization Meeting.

A-4 BE IT RESOLVED, that the Montague Township Board of Education appoints, **GREGORY BRENNAN**, Interim School Business Administrator, to be designated as the District's Purchasing Agent, whose term shall run through the 2024 Reorganization Meeting.

A-5 BE IT RESOLVED, that the Montague Township Board of Education appoints, **GREGORY BRENNAN**, Interim School Business Administrator, to be designated as the District's Custodian of Records (as required under the Open Public Records Act), whose term shall run through the 2024 Reorganization Meeting.

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

15. LIAISON REPORTS

- High Point - Andree Campbell - Nothing to report. Just general business
- Montague PTA - Mr. Andriac will be meeting with President and VP next week
- Sussex County Charter/Tech School - Andree Campbell - Nothing to report. Just general business
- School Board Association - Barbara Holstein - NJSBA is pushing their upcoming Fall convention. They have not joined in the transportation bill.

16. 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 7:13 p.m.

Motion Michael Zernhelt 2nd Tasha DeGeorge Voice Vote: All in Favor

Motion to close Public Comment at 7:14 p.m.

Motion Barbara Holstein 2nd Paul Brislin Voice Vote: All in Favor

17. UNFINISHED BUSINESS - No unfinished business but Ms. Holstein would like to get a date when we would get the facility plans back from the State. Ms. Holstein would like to change the advertising for the bus drivers so we can attract Montague residents as bus drivers. Tasha DeGeorge asked if we will be offering sports physicals? Mr. Andriac stated yes we will.

18. ADJOURNMENT

Motion: Paul Brislin 2nd Andree Campbell Voice Vote: All in Favor

Time of Adjournment: 7:17 p.m.

Respectfully submitted,

Gregory E. Brennan

GREGORY BRENNAN
Board Secretary