

**Montague Township Board of Education Meeting
Organization Meeting Minutes
May 22, 2023**

1. The Board Secretary shall call the meeting to order at 6:32 p.m.
2. Flag Salute followed by a Moment of Silence or Prayer
3. 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.

4. The Board 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 Sunday New Jersey Herald.
5. Carl Morelli, Board Secretary, announced the official results of the annual school election:

**Montague Township Board of Education Members
Vote for Three (3) Full 3-Year Terms**

Candidates	Total Votes
Paul Brislin	227
Andree Campbell	202
Jaime Johnson	190
Write-In Totals	17

**Montague Township Board of Education Members
Vote for One (1) 1-Year Unexpired Term**

Candidate	Total Votes
Christopher Bell	217
Write-In Totals	5

Carl Morelli, Board Secretary, announced at 6:34 p.m. that the Montague School Board will go into Executive Session to discuss a pending litigation meeting.

Executive session concluded at 6:53 p.m.

6. Carl Morelli, asked the newly elected Board members if they wanted to be sworn in individually or together. All stated at the same time.

Carl Morelli, Board Secretary, administered the oath of office to the newly elected Board members:

1. Paul Brislin
2. Andree Campbell
3. Jaime Johnson
4. Christopher Bell

7. The Board Secretary conducted a roll call at 6:58 p.m.

Board Members	Present	Absent
Christopher Bell	x	
Paul Brislin	x	
Andree Campbell	X (via zoom)	
Tasha DeGeorge	x	
Barbara Holstein	x	
Jaime Johnson	x	
Michael Zernhelt	x	

Others Present:

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

8. Carl Morilli, Board secretary, opened up the floor to nominations for Board President.

Christopher Bell nominated Barbara Holstein.

Paul Brislin nominated himself

Ms. Campbell nominated Ms. Holstein

Ms. DeGeorge stated Paul Brislin

Ms. Holstein nominated herself

Ms. Johnson stated Barbara Holstein

Mr. Zernhelt stated Barbara Holstein

There are 2 nominations on the table - Barbara Holstein and Paul Brislin

9. Carl Morelli, Board secretary conducted a roll call vote for the position of Board of Education President. (Each Board member will be asked to verbally indicate who they vote to be elected Board President).

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
Barbara Holstein	x		x		x	x	x	5
Paul Brislin		x		x				2
Abstain								

Carl Morelli congratulated Barbara Holstein who will be the President for the next year. Ms. Holstein assumed the chair.

10. Barbara Holstein, Board President, entertained the nominations for Vice President. Nominations are as follows:

Christopher Bell nominated Paul Brislin

Barbara Holstein nominated Michael Zernhelt

No other nominations

11. Carl Morelli, Board secretary, conducted a roll call vote for the position of Board of Education Vice President. (Each Board member will be asked to verbally indicate who they vote to be elected Board Vice President).

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
Paul Brislin	x	x		x				3
Michael Zernhelt			x		x	x	x	4
Abstain								

Carl Morelli congratulated Michael Zernhelt who will be the Vice President for the next year. Mr. Zernhelt assumed the chair.

12. ADMINISTRATION

Barbara Holstein would like to do a consent agenda for items A-1 through A-8. Motion by Tasha DeGeorge, seconded by Michael Zernhelt.

A-1 BE IT RESOLVED, that the Montague Township Board of Education appoints David Miller, to be designated as the District’s Integrated Pest Management Coordinator, whose term shall run through the 2024 Reorganization meeting.

A-2 BE IT RESOLVED, that the Montague Township Board of Education appoints Rene E. Metzgar as the Treasurer of School Monies, whose term shall run through the 2024 Reorganization meeting.

A-3 BE IT RESOLVED, that the Montague Township Board of Education appoints James Andriac as the District’s ADA officer.

A-4 BE IT RESOLVED, that the Montague Township Board of Education appoints James Andriac as the District’s Affirmative Action Officer.

A-5 BE IT RESOLVED, that the Montague Township Board of Education appoints Samantha Frost as the District’s Homeless Liaison.

A-6 BE IT RESOLVED, that the Montague Township Board of Education appoints Megan Fazio as the District’s 504 Officer.

A-7 BE IT RESOLVED, that the Montague Township Board of Education appoints Samantha Frost as the District’s Truancy Officer.

A-8 BE IT RESOLVED, that the Montague Township Board of Education appoints James Andriac as the District’s Residency Officer.

Moved: Tasha DeGeorge Seconded: Michael Zernhelt

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

A-9 BE IT RESOLVED, that the Montague Township Board of Education appoints Barbara Holstein, Delegate and Andree Campbell, Alternate to the New Jersey School Boards Association whose terms shall run through the 2024 Reorganization meeting.

Moved: Tasha DeGeorge Seconded: Andree Campbell

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

13. BANK DEPOSITORIES

BE IT RESOLVED, that the Montague Township Board of Education approve the following to act as a depository for public funds, and that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below:

Account	Signor 1	Signor 2	Signor 3	Bank
Summer Savings	SBA	Melinda Bellis	Rene Metzgar	Provident Bank
Trust & Agency	SBA	Melinda Bellis	Rene Metzgar	Provident Bank
Payroll	SBA	Melinda Bellis	Rene Metzgar	Provident Bank
General Fund	SBA	Barbara Holstein	Rene Metzgar	Provident Bank
Student Council	SBA	Melinda Bellis	Rene Metzgar	Provident Bank
Unemployment	SBA	Melinda Bellis	-----	Provident Bank
Lunch Program	SBA	Melinda Bellis	Rene Metzgar	Provident Bank
Capital Reserve	SBA	Barbara Holstein	Rene Metzgar	Provident Bank
Flexible Spending	SBA	Melinda Bellis	-----	Provident Bank
Dureler Fund	SBA	Melinda Bellis	-----	Provident Bank
Before & Aftercare	SBA	Melinda Bellis	-----	Provident Bank
Petty Cash	SBA	Melinda Bellis	Rene Metzgar	Provident Bank
Maintenance Reserve	SBA	Barbara Holstein	Rene Metzgar	Provident Bank

Moved: Michael Zernhelt

Seconded: Paul Brislin

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

14. ESTABLISHMENT OF PROCEDURE FOR SIGNING OF CHECKS

WHEREAS, the Montague Township 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, School Business Administrator, and the Treasurer of School Monies shall be required on checks issued in payment of bills; and

BE IT FURTHER RESOLVED, that the signatures of the Board President and the Treasurer of School Moneys and the original signature of the Board Secretary or Chief School Administrator shall be required on all checks included on the bills list; 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.

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								

15. PETTY CASH FUND

WHEREAS, the Montague Township Board of Education has established a petty cash fund for the purpose of making immediate payments of comparatively small amounts; and

WHEREAS, the State Board of Education has amended N.J.A.C. 6:20-2.10 to establish requirements, which strengthen the fiscal controls and accountability for petty cash funds.

BE IT RESOLVED, upon recommendation of the Business Administrator that the Montague Township Board of Education approve the following Petty Cash Account to be established and replenished by the rules and regulations for Petty Cash Funds: CENTRAL BOARD OFFICE - \$200 – Signatory: Business Administrator/Accounts Payable. Individual amounts are not to exceed \$200.00

Moved: Andree Campbell

Seconded: Tasha DeGeorge

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

16. DESIGNATION OF OFFICIAL NEWSPAPER FOR LEGAL NOTICES

BE IT RESOLVED, that the Montague Township Board of Education names the New Jersey Herald as the official newspaper of the Board of Education.

Moved: Tasha DeGeorge

Seconded: Paul Brislin

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

17. BOARD POLICIES

PL-1 BE IT RESOLVED, Special Public Meetings, where official action is taken, will be scheduled as needed in compliance with the 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 by N.J.S.A. 10:4-12 will be authorized as needed by resolution during public meetings or by special notice.

Moved: Tasha DeGeorge

Seconded: Jaime Johnson

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

PL-2 BE IT RESOLVED, that all existing bylaws, policies and regulations, curriculums, textbooks, contracts and agreements as established by act and practice of previous Board of Education are to remain in force and effect until such time as the present Board necessitates change by way of resolution.

Moved: Christopher Bell

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								

18. 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 7:17 p.m.

Motion Andree Campbell 2nd Tasha DeGeorge Voice Vote: All in Favor

Motion to close Public Comment at 7:18 p.m.

Motion Barbara Holstein 2nd Tasha DeGeorge Voice Vote: All in Favor

19. ADJOURNMENT

Motion Michael Zernhelt 2nd Andree Campbell Voice Vote: All in Favor

Time of Adjournment: 7:18 p.m.

Respectfully submitted,

Carl Morelli

CARL MORELLI, Board Secretary