

**Montague Township Board of Education Meeting
Workshop Action Meeting Minutes
November 8, 2023**

1. CALL TO ORDER at 6:31 p.m.

2. ROLL CALL

	Present	Absent
Barbara Holstein, President	x	
Michael Zernhelt, Vice President	x	
Christopher Bell	x	
Paul Brislin	x	
Andree Campbell		X with notice
Tasha DeGeorge	X via telephone	
Jaime Johnson	x	

Others Present:

	<u>Present</u>	<u>Absent</u>
James Andriac - Acting Superintendent	_ x _	_ _ _
Michael Bussow, 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 Paul Brislin 2nd Christopher Bell Voice Vote: All in Favor

Motion to close Executive Session at 7:15 p.m.

Motion Christopher Bell 2nd Jaime Johnson Voice Vote: All in Favor

Motion to reopen Regular Meeting at 7:16 p.m.

Motion Paul Brislin 2nd Michael Zernhelt Voice Vote: All in Favor

7. CSA REPORT - James Andriac, Acting Superintendent - We had a successful Halloween parade. We had our staff dress up and we had winners for the most creative, best group, funniest and most original. We had a student pumpkin decorating contest. The students, staff and parents voted. Named the October students of the month. Archery club started which runs Tuesday and Wednesdays for 3rd through 5th grade. Older grades will start in the spring. Melinda and Dana held an after school today for students K-8 and they had a very successful turnout with approximately 40 students to play board games and puzzles. It was very well received by the students. Our soccer club went over to Sandyston today and played under the lights against Sandyston Rec. We won one game and Sandyston won one game. The FFA is holding a Holiday Sock Fundraiser until November 22, 2023. Next week is FFA Spirit week. Student Council is assisting with Project Self-Sufficiency with Toys for Tots and school pictures were sent home this week. Our cross country season has ended and we are proud of all of the students who participated.

8. SCHOOL BUSINESS ADMINISTRATOR REPORT - Michael Bussow, BA - Our LED project has started. All the lights in the hallway have been replaced, some of the lights in classrooms have been replaced and they are working on the exterior of the building. We have a facility's grants that we received for around \$7,000 a capital maintenance grant. Speaking with David Miller he was coming up with the idea of putting a water bottle filling station outside the teacher's work room in the front hallway so that it would be more accessible to staff and students as they come through that way. We closed out the 2023 IDEA grants and payments were approved and payments were received in October so we are up to date. Parking lines were painted in the parking lot. The exterior lights will be done within the next few days. Ms. Holstein stated that one of the lights by the flagpole light is out. Mr. Bussow stated that once we have the building lights done we won't need additional exterior lights from JCP&L since we pay them an additional fee. Ms. Holstein was not aware that were leasing poles and lights from JCP&L. Discussion about bank interest rate.

9. BOARD PRESIDENT'S REPORT - Barbara Holstein - Every month all board members should be getting a magazine from NJ School Boards called Leader. Tasha stated that she gets hers and Jaime gets hers as well. Barbara asked Mr. Bussow to check on it. There is some case law in this month's magazine that was very interesting that we have been discussing. Dana was able to reach out and our new NJ School Board representative will be coming to our first meeting in January, 2024. We should have done it back in April but since we didn't have a rep since our representative had resigned so we will have it in January and in June.

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 October 11, 2023.

Moved: Michael Zernhelt

Seconded: Jaime Johnson

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES	x	x			x	x	x	5
NO								
ABSTAIN				x				1
ABSENT			x					1

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 October 25, 2023.

Moved: Paul Brislin

Seconded: Tasha DeGeorge

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES		x		x	x	x	x	5
NO								
ABSTAIN	x							1
ABSENT			x					1

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 7:30 p.m.

Motion Jaime Johnson

2nd Michael Zernhelt

Voice Vote: All in Favor

Motion to close Public Comment at 7:31 p.m.

Motion Paul Brislin

2nd Michael Zernhelt

Voice Vote: All in Favor

12. FINANCE

MOTION TO DO A CONSENT AGENDA FOR ITEMS F1 THROUGH F3

Moved: Paul Brislin

Seconded: Christopher Bell

No Discussion

F-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the October 26, 2023 through November 8, 2023 - Bill List below:

Fund 10	\$ 11,875.99
Fund 11	\$413,408.81
Fund 20	\$ 90,118.34
Fund 60	\$ 16,209.65
Grand Total	\$531,612.79

F-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education accept the New Jersey Schools Development Authority FY2023 Capital Maintenance and Emergent Projects Funding Grant in the amount of \$6,825.00.

F-3 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 School Monies Report for the month of August 2023 pursuant to N.J.A.C. 6A:23A-16.10(c) 3 and 4.

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES	x	x		x	x	x	x	6
NO								
ABSTAIN								
ABSENT			x					1

13. PERSONNEL

MOTION MADE BY MS. HOLSTEIN TO APPROVE P-1 AND P-2. SECONDED BY JAIME JOHNSON. NO DISCUSSION

P-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education, approve **MELISSA NEAMAND and KORINN LORIZ** as Co-Yearbook Advisors, for the 2023-2024 school year with a stipend of \$500.00 each per the MEA Agreement.

P-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education, approve **MOLLOY JACOBS** as Archery Club Advisor, for the 2023-2024 school year with a stipend of \$1,000.00 per the MEA Agreement.

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES	X	X		X	X	X	X	6
NO								
ABSTAIN								
ABSENT			X					X

14. BUILDING AND GROUNDS

MS. HOLSTEIN ASKED FOR A MOTION TO APPROVE BG-1 AND BG-2

Moved: Christopher Bell Seconded: Michael Zernhelt No Discussion

BG-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education approve the Comprehensive Maintenance Plan (CMP) and the Annual Maintenance Budget Amount Worksheet (Form M-1) in accordance with N.J.A.C. 6A:26A for the 2023-2024 school year.

BG-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township of Education approve the use of district facilities by the following community group who has filed the proper application and permit form and has submitted proof of necessary insurance coverage:

Date Desired	Location & Time	Requested By	Purpose of Use	# of People Expected
11/18/2023 Saturday	Cafeteria & Gym 3:00PM to 6:30PM	Highpoint Angels	Thanksgiving Meal & Family Activities	120 50 Adults

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES	x	x		x	x	x	x	6
NO								
ABSTAIN								
ABSENT			x					1

15. ADMINISTRATION

MS. HOLSTEIN ASKED FOR A MOTION TO APPROVE ITEMS A-1 AND A-2

Moved: Christopher Bell Seconded: Jaime Johnson

A-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the QSAC District Improvement Plan (DIP) for the Instruction and Program Section and Fiscal Management Section of the Quality Single Accountability Continuum.

A-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education authorize the submission of the FY24 projected Preschool Enrollment to the New Jersey Department of Education.

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES	x	x		x	x	x	x	6
NO								
ABSTAIN								
ABSENT			x					1

16. LIAISON REPORTS

- High Point - Tasha DeGeorge - 7th and 8th grade tours are November 16 & 17, 2023. Mr. Andriac stated that our guidance counselor, Kelly Boyle is taking our students.
- Montague PTA - Mr. Andriac - Nothing to report. Ms. Holstein thanked the PTA for what they do. Mr. Andriac will have more information on the book fair at the next meeting.
- Sussex County Charter/Tech School - Andree Campbell - Nothing to report as Ms. Campbell was absent
- School Board Association - Barbara Holstein - We should all be getting emails from them. Make sure you are looking at the Leader magazines. The last one was a good one because it reviews some of the ethics commissions decisions.

17. 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 7:36 p.m.
 Motion Paul Brislin 2nd Christopher Bell Voice Vote: All in Favor

Motion to close Public Comment at 7:37 p.m.
 Motion Christopher Bell 2nd Jaime Johnson Voice Vote: All in Favor

18. UNFINISHED BUSINESS - FileBank Proposals - Records Management - At this time the Board is going to continue with our current storage and/or our own management of our records and appreciate the presentation that was given to us by File Bank and will keep their information on file.

19. NEW BUSINESS

BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **AILEEN DONOVAN** as a substitute bus driver, pending background check, review of driver history abstract, behind the wheel training and road test, for the 2023-2024 school year.

Moved: Michael Zernhelt Seconded: Christopher Bell Discussion: Mr. Zernhelt thinks it is great that we are getting another substitute bus driver. We are still in need of bus drivers

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES	x	x		x	x	x	x	6
NO								
ABSTAIN								
ABSENT			x					1

BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education approve the total transfer of \$25,000.00 from the maintenance reserve account to the maintenance appropriations to fund the costs of facility maintenance and a reserve account balance within the amount specified by N.J.A.C. 6A:23A-14.2.

Moved: Michael Zernhelt Seconded: Christopher Bell

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES	x	x		x	x	x	x	6
NO								
ABSTAIN								
ABSENT			x					1

20. ADJOURNMENT

Motion Jaime Johnson 2nd Michael Zernhelt
Time of Adjournment: 7:41 p.m.

Voice Vote: All in Favor

Respectfully submitted,

Dana Berry

DANA BERRY

Administrative Assistant to the Board Secretary