

**Montague Township Board of Education Meeting  
Workshop Action Meeting Minutes  
October 11, 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	
Tasha DeGeorge		X with notice
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** - Ms. Holstein that she shares her prayers with the people of Israel who have been innocently attacked and she stands in prayer and solidarity with them.

**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. CSA REPORT - JAMES ANDRIAC, Acting Superintendent** - There are two (2) home cross country meetings this week (one against Port Jervis and one against Kittatinny). Last week we had two (2) girls in 4th grade and 5th grade place against 8th graders. Montague Fire Department is doing a Trunk or Treat and PTA is doing a Montague Mash Dance. We are doing a Halloween Parade on Halloween. Picture day is October 18, 2023. Thanked the Fire Department for doing their Fire Prevention Assembly. Please start sending children in coats for recess. NJSLA scores were sent via mail for grades 3rd through 8th. Will do report at October 25, 2023 meeting. Announced September 2023 Students of the Month. Ms. Holstein asked if student presentations will resume this year at Board meetings. Thanked the art teacher for displaying student artwork at the post office.

**7. TELEPHONE ZOOM PRESENTATION with Luis Leon of Raptor Technologies** - Q&A regarding Raptor system which is the security system that we are hoping to implement at the school to provide additional security measures for our children, staff and public at large. Discussion between Board members regarding the system.

**8. BOARD PRESIDENT'S REPORT** - Ms. Holstein congratulated the Cross Country team. We have a New Jersey School Board Rep, Kelly Mitchell. She is the field service rep for Sussex County. We have not had the Annual Ethics training yet because they have not had anyone in the role yet.

**9. 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 7:10 p.m.

Motion Paul Brislin                      2<sup>nd</sup> Christopher Bell                      Voice Vote: All in Favor

Motion to close Executive Session at 7:44 p.m.

Motion Michael Zernhelt                      2<sup>nd</sup> Jaime Johnson                      Voice Vote: All in Favor

Motion to reopen Regular Meeting at 7:45 p.m.

Motion Paul Brislin                      2<sup>nd</sup> Michael Zernhelt                      VoiceVote: All in Favor

**10. SCHOOL BUSINESS ADMINISTRATOR REPORT - NONE**

**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 September 13, 2023.

**Moved: Andree Campbell                      Seconded: Jaime Johnson**

<b>Roll Call</b>	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
<b>YES</b>	x	x	x		x	x	x	6
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>				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 September 27, 2023.

**Moved: Paul Brislin                      Seconded: Christopher Bell**

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

**12. 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 7:47 p.m.  
 Motion Jaime Johnson                      2<sup>nd</sup> Michael Zernhelt                      Voice Vote: All in Favor

Motion to close Public Comment at 7:48 p.m.  
 Motion Christopher Bell                      2<sup>nd</sup> Andree Campbell                      Voice Vote: All in Favor

**13. FINANCE**  
**MOTION TO DO CONSENT AGENDA FOR ITEMS F-1 THROUGH F-5**  
**Moved: Paul Brislin                      Seconded: Michael Zernhelt**

**F-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the September 28, 2023 through October 11, 2023 - Bill List below:

Fund 10	\$ 10,749.67
Fund 11	\$445,441.13
Fund 20	\$ 99,055.68
Fund 60	\$ 3,645.00
Grand Total	\$558,891.48

**F-2 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the 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-3 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve to appoint the 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-4 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 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-5 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve to authorize the 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.

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

**14. PERSONNEL**

**MOTION TO DO A CONSENT AGENDA FOR ITEMS P-1 THROUGH P-5**

Moved: Paul Brislin                      Seconded: Jaime Johnson

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

**P-2 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **LISA HOEHN** as full time Maternity Leave Teacher, Step A/BA (prorated), pending background check, if needed, for the 2023-2024 school year with a start date of October 12, 2023.

**P-3 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **MARGARET LORDEN** as full time Paraprofessional, Step B (prorated), pending background check, for the 2023-2024 school year with a start date of on or about October 12, 2023.

**P-4 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following employee to be charged to the Title 1 Grant for the 2023-2024 school year:

Name	Position	Est. Salary to be charged to grant	% charged to grant	Expense Account Number
Danielle Christmann	Interventionist	\$68,000.00	94%	20-231-100-101-000-000

**P-5 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve tuition reimbursement to Employee #10870670 in the amount of \$1,937.55.

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

**15. BUILDING AND GROUNDS**

**Ms. Holstein made a proposal that we omit item #2 and that we approve BG-1 item #1**

**BG-1 BE IT RESOLVED** at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Montague PTA’s Request for Use of Facilities or Grounds for the following dates:

- 1. Friday, October 27, 2023 - 4:30 p.m. to 10:00 p.m. - gym, cafeteria and bathroom usage for their Halloween Dance (hours include setup & cleanup).
- ~~2. Friday, November 3, 2023 - 5:15 p.m. to 9:15 p.m. - gym and bathroom usage for their Hypnotist Night with Elijah the Hypnotist (hours include setup & cleanup).~~  
OMITTED

**Moved: Paul Brislin                      Seconded: Michael Zernhelt                      Discussion: Ms. Holstein stated that we are omitting item #2 because during Executive Session and discussion with our attorney the board has unanimously come to a consent that we believe a hypnotist night would be entertaining for grades 9-12 but we do not believe we should have a hypnotist come to the school for our k-8 children. We would like to see the PTA reconsider a movie night or a magician for a family night and we are excited for the Halloween dance. Mr. Zernhelt said we don’t feel it is a bad thing, we just feel that a lot of the kids may not get it. He is not trying to demand things from the PTA. He just agrees with what we are choosing to do with this particular item.**

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

**BG-2 BE IT RESOLVED** at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Student Council’s Request for Use of Facilities or Grounds for Friday, January 19, 2024 - 3:45 p.m. to 10:00 p.m. - gym, cafeteria and bathroom usage for their Winter Dance (with a snow date of Friday, January 26, 2024 - hours include setup & cleanup).

**Moved: Andree Campbell                      Seconded: Jaime Johnson**

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

**16. POLICIES**

**PL-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the first reading of the attached Strauss Esmay bylaws, regulations and policies. (Hard copies are available for review at the school).

**Moved:** Paul Brislin                      **Seconded:** Jaime Johnson                      **Discussion:** Ms. Holstein stated that a lot of hard work has been done on these. Each board member has looked at these and thorough discussions have been made over the summer. A second reading will be done at the next meeting. The policies can be reviewed under Agenda Attachments or can be viewed in person at the school.

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

**17. ADMINISTRATION**

**MOTION TO DO CONSENT AGENDA FOR ITEMS A-1 THROUGH A-4**

**Moved:** Andree Campbell    **Seconded:** Jaime Johnson  
**Discussion:** Mr. Andriac thanked Ms. Coppolino for her hard work on the creation of the National Junior Honor Society and for Montague having their own chapter now.

**A-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the request for the submission of the Elementary and Secondary School Emergency Relief Fund (ESSER II) Late Liquidation Application.

**A-2 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the creation of the Montague Township School Chapter of the National Junior Honor Society. *(The National Junior Honor Society is a student group that was established in 1929 in order to help recognize and promote student achievement in the areas of scholarship, character, service, citizenship and leadership. Members have a responsibility to continue demonstrating these qualities and may do so through a variety of projects, fundraisers, and school/community service.)*

**A-3 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **Jessica Coppolino and Emily Hoffman** as National Junior Honor Society advisors with a \$1,000 stipend each per the MEA Agreement for the 2023-24 school year.

**A-4 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the enrollment of Montague Township School District in the 2024 Scripps National Spelling Bee at the cost of \$180.00. *(The program helps educators administer classroom and school spelling bees using resources provided as part of spelling bee enrollment).*

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
<b>YES</b>	X	X	X		X	X	X	6
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>				X				1

**A-5 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **Ashley Bongiorno** as Scripps National Spelling Bee Coordinator/Advisor to be paid hourly not to exceed \$1,000.00 for the 2023-2024 school year. The hourly rate will be her contractual hourly rate.

Moved: Michael Zernhelt                      Seconded: Christopher Bell                      Mr. Brislin is very excited about the Spelling Bell. He is totally behind it 100%. There will be some funding for it out of the appropriate checking account for this particular endeavor and will be cutting a check. Ms. Holstein is very excited about it as well. Mr. Brislin stated that the spelling bee is all about the students. The champion has the opportunity to go to Washington D.C. for one week. It is a phenomenal event and thanks whoever for Montague's involvement in this because it is a tremendous service to our students.

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

**LIAISON REPORTS**

- High Point - Nothing to report
- Montague PTA - Mr. Andriac - Halloween Dance is 10/27 at the school
- Sussex County Charter/Tech School - Andree Campbell - Class trip to Wicked and cruise around NYC. Doing a krispy kreme fundraiser. 95 kids going.
- School Board Association - Barbara Holstein - Done during President's report

**18. PUBLIC SESSION**

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Motion to open Public Comment at 8:05 p.m.

Motion: Michael Zernhelt                      2<sup>nd</sup> Jaime Johnson                      Voice Vote: All in Favor

Motion to close Public Comment at 8:07 p.m.

Motion: Christopher Bell                      2<sup>nd</sup> Paul Brislin                      Voice Vote: All in Favor

**19. ADJOURNMENT**

Motion Christopher Bell    2<sup>nd</sup> Jaime Johnson                      Voice Vote: All in Favor

Time of Adjournment: 8:06 p.m.

Respectfully submitted,

*Dana Berry*

DANA BERRY,  
Administrative Assistant to the Board Secretary