

**Montague Township Board of Education Meeting
Workshop Action Meeting Minutes
September 13, 2023**

1. CALL TO ORDER at 6:37 p.m.

2. ROLL CALL

	Present	Absent
Barbara Holstein, President	x	
Michael Zernhelt, Vice President	x	
Christopher Bell	X (via phone)	
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_	_____
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.

Ms. Holstein apologized for running late. Addressed the gymnasium being painted and stated how amazing it looks. Thanked all the staff members how were involved in getting it done.

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 6:41 p.m.

Motion Christopher Bell 2nd Paul Brislin Voice Vote: All in Favor

Motion to close Executive Session at 8:06 p.m.

Motion Barbara Holstein 2nd Michael Zernhelt Voice Vote: All in Favor

Motion to reopen Regular Meeting at 8:07 p.m.

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

- 7. CSA REPORT - James Andriac, Acting CSA** - Tomorrow, September 14, 2023 is Back to School night at 5:30 p.m., in the gym and it will be approximately 2 hours. There will be about 10 vendors from the community in the gym. We are testing a new transportation google form. We are asking the parents to fill out a google form on the website which will make it easier to help keep track of transportation changes for the day. Please fill out the free and reduced lunch form even if you think you do not qualify. It plays a role in our finances. Ms. Holstein stated that regarding the Free and Reduced Lunch forms, the Dept. of Education has been sued for the release of what they consider the school funding formula. They will not release it to anyone. Districts in South Jersey sued them. The suspension that free and reduced lunch forms have a part to play in formula was somewhat validated last year because when everything was covered under the COVID funding (all lunches) we did not submit any forms under Mr. Nittolo. The following year when we came back fully and under Mr. Andriac last Fall we submitted the forms (fiscal year July to June 30, 2022) we had a decrease in State Aid because we did not submit free and reduced lunch applications. I am not saying it is fair or logical. Mr. Andriac stated that Montague is one of the Townships that received more money. The form is on the parent portal and fill it out there. We have our first Pep Rally for Fall sports on September 28, 2023.
- 8. SCHOOL BUSINESS ADMINISTRATOR REPORT - Michael Bussow, SBA** - Thanked everyone for giving him the opportunity to serve the District in this capacity. Working with a wonderful staff. A lot of work has been done and a lot more is coming and working on grants.
- 9. BOARD PRESIDENT'S REPORT - Barbara Holstein** - We are still working on Board goals for this year and new policies with Strauss Esmay. We will be giving the Board's interpretation regarding COVID protocol within 2 weeks after the attorney has reviewed.

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 August 9, 2023.

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 August 23, 2023.

Moved: Paul Brislin

Seconded: Andree Campbell

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES		x	x	x	x	x	x	6
NO								
ABSTAIN								
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 8:18 p.m.
 Motion Andree Campbell 2nd Tasha DeGeorge Voice Vote: All in Favor

Motion to close Public Comment at 8:20 p.m.
 Motion Tasha DeGeorge 2nd Paul Brislin All in Favor: All in Favor

**12. FINANCE -
 MOTION TO DO A CONSENT AGENDA FOR ITEMS F-1 THROUGH F-6
 Moved: Michael Zernhelt Seconded: Paul Brislin**

F-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the August 10, 2023 through September 13, 2023 - Bill List below:

Fund 10	\$106,768.35
Fund 11	\$431,823.03
Fund 12	\$ 6,104.64
Fund 20	\$ 14,807.30
Fund 61	\$ 1,398.00
Grand Total	\$560,901.32

F-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Board Secretary’s Report and Treasurer of the School’s Monies Report for the month of June 2023.

F-3 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the revised Board Secretary’s Reports and Treasurer of the School’s Monies Reports for the following months:

- | | | | |
|----------------|---------------|---------------|------------|
| July 2022 | October 2022 | January 2023 | April 2023 |
| August 2022 | November 2022 | February 2023 | May 2023 |
| September 2022 | December 2022 | March 2023 | |

F-4 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education authorize the submission of the ESEA application for fiscal year 2024 and accepts the grant award of these funds upon the subsequent approval for the fiscal year 2024 ESEA application as listed:

- TITLE I - \$127,861.00
- TITLE II - \$ 16,842.00
- TITLE IV - \$ 10,000.00

F-5 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve and accept the proposal provided by Ardito & Company, LLC dated August 25, 2023 to provide auditing services for the Fiscal Year ending June 30, 2023. The Annual Audit fee to include the preparation of the CAFR and supplemental support documents shall be \$29,750.00.

F-6 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the SFA to SFA Vended Meals Contract with the High Point Regional High School BOE for the 2023-24 school year with a total annual estimated cost of \$317,520.00.

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 TO DO A CONSENT AGENDA FOR ITEMS P-1 THROUGH P-7

Moved: Tasha DeGeorge Seconded: Michael Zernhelt

Discussion: Ms. Holstein stated that on item P-3 she is extremely happy when this was presented to the board on the agenda. Welcome back Ms. Blasdell.

P-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education approve the Standard Residency Agreement (New Jersey Association of School Business Officials - NJASBO) appointing **THERESA LINSKEY**, the Mentor to **MICHAEL BUSSOW, School Business Administrator** and pay the associated mentoring fee of \$2,000.00.

P-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **HEATHER BRAUNIUS** from part-time paraprofessional to full-time paraprofessional Step C (prorated) for the 2023-2024 school year commencing September 14, 2023.

P-3 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **STACEY BLASDELL** as full time Interventionist, Step O/MA (prorated), pending background check, for the 2023-2024 school year with a start date of on or about November 2, 2023.

P-4 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **TARA FANSLER** as a full time bus driver (salary Step P) and/or custodian (salary Step H), pending background check and review of Driver History Abstract, for the 2023-2024 school year with a start date of September 14, 2023.

P-5 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **SUSAN HARRIS** as a substitute teacher, pending background check, for the 2023-2024 school year.

P-6 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **KEVIN WALECK** as a substitute custodian, pending background check, at the rate of \$20.00 per hour for the 2023-2024 school year.

P-7 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 \$2,466.45.

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

14. BUILDING AND GROUNDS - NOTED - MR. BELL RETURNED TO MEETING VIA PHONE

BG-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve DMR Architect's Proposal for Additional Site and Bus Parking at the Montague Township School dated September 5, 2023 (DMR Proposal #M2023-133) - **Option #2** with a fee of \$91,500.00 for this project with additional optional services as stated in the agreement.

Moved: Andree Campbell Seconded: Tasha DeGeorge Discussion: Mr. Zerhelt stated that this is a much needed thing for the school and the board all agrees on it and it is great we are finally getting it done. Mr. Andriac stated that the school is expanding and we are out of parking. The staff is currently parking on the grass and down the driveway during business hours. Ms. Holstein said she agrees completely and is very excited about it and it has been a vision since she ran for the board and hopes to have this project completed by the summer of 2024. Mr. Andriac stated that tomorrow for back to school night staff has to park in Candy's parking lot.

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

BG-2 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: Cafeteria usage for PTA meeting on Tuesday, September 19, 2023 at 7PM.

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								

15. ADMINISTRATION

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

Moved: Paul Brislin Seconded: Tasha DeGeorge

Discussion: Ms. Holstein stated that it is always fun to approved field trips and to enjoy your trip to Space Farms and Ideal Farms.

A-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the cost of providing home instruction for Student ID 100462 in accord with Policy No. 6173.

A-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the 1st Grade Field Trip to Space Farms Zoo and Museum on October 11, 2023 (rain date, October 13, 2023) at a cost of \$730.00 (transportation provided).

A-3 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Preschool Field Trip to Ideal Garden and Farms on October 13, 2023 at a cost of \$1,200.00 (this will be paid through the Preschool grant).

A-4 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education, approve the Montague Township School District - Annual Nursing Services Plan 2023-2024 (N.J.S.A. 6A:16-2.1 through 2.5).

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

16. LIAISON REPORTS

- High Point - Andree Campbell - Nothing to Report. Ms. Holstein stated that since Montague has not yet reached that 20% capacity although we will be looking at that in October (10/15) should we reach that 20% we will have a voting seat at HP according to law, HP has two (2) vacant seats that had no petition filed, one from Frankford Twp., and one from Sussex Borough.
- Montague PTA - Mr. Andriac - The first PTA meeting is Sept. 19, mum orders due 9/20 and Sept. 30th is Car show at Town Hall.
- Sussex County Charter/Tech School - Andree Campbell - Nothing to report.
- School Board Association - Barbara Holstein - Pushing for their Fall get together down in Atlantic City. Their County School Board meeting is tonight. You can find any info on their website and facebook page.

17. PUBLIC SESSION

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Motion to open Public Comment at 8:30 p.m.

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

Motion to close Public Comment at 8:31 p.m.

Motion Paul Brislin 2nd Tasha DeGeorge Voice Vote: All in Favor

18. ADJOURNMENT

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

Time of Adjournment: 8:32 p.m.

Respectfully submitted,

Dana Berry

DANA BERRY

Administrative Assistant to the Board Secretary