

**Montague Township Board of Education Meeting
Regular Action Meeting Minutes
March 13, 2024**

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 (arrived @ 6:32 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_____	_____
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. **PRESENTATION - Students from the 2nd Grade Class presented their habitat dioramas to the Board**

7. **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 6:38 p.m.
Motion: Christopher Bell 2nd Paul Brislin Voice Vote: All in Favor

Motion to close Executive Session at 7:07 p.m.
Motion: Tasha DeGeorge 2nd Andree Campbell Voice Vote: All in Favor

Motion to reopen Regular Meeting at 7:08 p.m.
Motion Andree Campbell 2nd Tasha DeGeorge Voice Vote: All in Favor

8. **CSA REPORT - James Andriac, Acting Superintendent - This week we have parent/teacher conferences, Wednesday, Thursday and Friday and they will be 1:05 p.m. dismissals. On February 16, 2024 we had a Family Cornhole event which was a big success. Thomas and Teagan Morrow were first place winners and Jake and Jacob Martin came in second place. The winners received trophies. Recently we received a bench that we were collecting plastic bags for. They collected 1000 lbs of plastic bags. We are working on a second bench now. Very nice job by Dana and Melinda for getting that all collected. Announced February students of the month. Michelle Videll-Mendes has been named the 2024 Superintendent's Round Table winner. A luncheon will be held at Lafayette House next month for the winners. Angela Mistretta was presented with our Unsung Heroes award at**

High Point. Our Spring break starts March 29th and runs through April 5th. Our track season is coming soon and starts March 19th. We have a family square dancing event on Friday, March 22, 2024 from 6PM to 8PM sponsored by the MEA. We have our theater club performance on March 26th at 5PM and they will be performing Peter Pan. Our 3rd grade class will be hosting a wax museum project on Friday, March 22, 2024 at 10AM and all 3rd grade parents are invited to come in and watch their kids present.

9. SBA REPORT - Michael Bussow, SBA - We received bids for the electrical upgrade project and the parking lot project. Both bids came in under budget which is very nice to see and we should be able to get moving ahead with construction in April for the parking lot and shortly thereafter for the electrical upgrades. The electrical upgrade just requires some of the major equipment coming in for a final hookup so the internal work will be done over the summer. That gives us some extra money from that project which could be towards the PreK instruction and that is being worked into next year's budget to keep that manageable. We revisited our fuel card and by getting a new fuel card we are going to be taxed exempt on the fuel taxes which we have not been. We will be saving on fuel tax moving forward. We were using a small business card and we are supposed to be using a small business card. Same company and same account just a better arrangement. We received \$12,000 for our cafeteria equipment grant and we are going to be getting a new milk cooler and two new servicing units. One is going to have more bays for the cold service and an updated one for the hot service. It is on the agenda to be accepted. The cafeteria floor will be done in the spring.

10. BOARD PRESIDENT'S REPORT - Barbara Holstein announced that this meeting is her official last meeting and read her resignation letter effective March 14, 2024 and gave Mr. Bussow her letter.

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 February 14, 2024.

Moved: Paul Brislin

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								

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 7:19 p.m.

Motion: Andree Campbell

2nd Christopher Bell

Voice Vote: All in Favor

Motion to close Public Comment at 7:20 p.m.

Motion: Tasha DeGeorge

2nd Paul Brislin

Voice Vote: All in Favor

13. FINANCE

MOTION TO HAVE CONSENT AGENDA FOR ITEMS F-1 THROUGH F-6

Motion: Paul Brislin Seconded: Andree Campbell

Ms. Holstein asked with the parking lot, do we need to choose any particular option? Mr. Andriac stated that we already chose the option.

F-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the February 15, 2024 through March 13, 2024 - Bills List below:

Fund 10	\$ 49,706.34
Fund 11	\$ 895,046.68
Fund 12	\$ 2,875.00
Fund 20	\$ 230,857.11
Fund 60	\$ 27,097.40
Grand Total	\$1,205,582.53

F-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent that the Montague Township Board of Education approve the transfers adjustments as of February 29, 2024. (see attached).

F-3 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve David Miller, Director of School Facilities, to attend 2-day EPA/AHERA/OSHA Asbestos Operations and Maintenance Initial from March 25, 2024 through March 26, 2024 with a total cost of \$559.83. (Registration fee \$349.00, hotel cost not to exceed \$110.00, mileage cost and tolls \$100.83).

F-4 APPROVAL OF BID CONTRACTS

A. PARKING LOT EXPANSION AT MONTAGUE TOWNSHIP SCHOOL

WHEREAS, the Montague Township Board of Education advertised for bids for the parking lot expansion at Montague Township School and a total of four (4) bids were received on March 5, 2024; and

WHEREAS, upon review of the bids, the Board's Architect, DMR Architects, have recommended the awarding of the contract to Capital Paving and Contracting, LLC;

WHEREAS, Capital Paving and Contracting, LLC has submitted a base bid of \$694,353.43 and deduct Alternate #1 for planting of \$14,600.00 and deduct Alternate #2 for light poles and fixtures of \$26,200.00 (a copy of which is on file in the office of the Board Secretary/BA);

WHEREAS, upon review by DMR Architects, it appears that Capital Paving and Contracting, LLC's bid is complete in all respects, does not substantially exceed the budget or cost estimates, and is the lowest responsive and responsible bidder for the Project.

NOW, THEREFORE, BE IT RESOLVED at the recommendation of the Acting Superintendent, that the Montague Township Board of Education accept and award the project to **Capital Paving and Contracting, LLC** in the amount of **\$694,353.43**.

B. ELECTRICAL UPGRADES AT MONTAGUE TOWNSHIP SCHOOL

WHEREAS, the Montague Township Board of Education advertised for bids for electrical upgrades at Montague Township School and a total of five (5) bids were received on March 5, 2024; and

WHEREAS, upon review of the bids, the Board's Architect, DMR Architects, have recommended the awarding of the contract to Gilmore Electric Inc.;

WHEREAS, Gilmore Electric Inc., has submitted a base bid of \$191,500.00 (a copy of which is on file in the office of the Board Secretary/BA);

WHEREAS, upon review by DMR Architects, it appears that Gilmore Electric Inc.'s bid is complete in all respects, does not substantially exceed the budget or cost estimates, and is the lowest responsive and responsible bidder for the Project.

NOW, THEREFORE, BE IT RESOLVED at the recommendation of the Acting Superintendent, that the Montague Township Board of Education accept and award the project to **Gilmore Electric Inc.** in the amount of **\$191,500.00**.

F-5 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the acceptance National School Lunch Program Equipment Assistance Grant (properly titled "CNP School Meals Equip) CFDA No. 10.579 in the amount of \$11,861.79.

F-6 BE IT RESOLVED that the Montague Township Board of Education approve the final 2024-2025 fiscal year school budget and approve the final submission of the 2024-2025 fiscal year school budget to the Sussex County Executive Superintendent of Schools for approval as follows:

EXPENDITURES		REVENUE	
		General Fund	
General Current Expense	\$9,557,001.00	Local Tax Levy	\$ 6,703,895.00
		Tuition Reserve	\$ 0.00
Capital Outlay	\$2,326,560.00	Fund Balance	\$ 345,832.00
		Federal Impact Aid (revenue)	\$ 165,599.00
		Maintenance Interest	\$ 10,500.00
Special Revenue Fund	\$1,381,759.00	Capital Reserve Interest	\$ 25,000.00
		Ex Aid	\$ 95,886.00
		State Aid	\$ <u>2,210,289.00</u>
		Total General Fund:	\$ 9,557,001.00
Total Expenditures	<u>\$13,265,320.00</u>	Capital Reserve Withdrawal	\$ 960,000.00
		Construction Grants	\$ 1,366,560.00
		Special Revenue Fund	\$ 1,381,759.00
		Total Revenue	<u>\$13,265,320.00</u>

BE IT RESOLVED, that the Montague Township Board of Education authorize the utilization of Unassigned Fund Balance as of June 30, 2023 in the amount of \$345,832.00 to the 2024-2025 fiscal year budget;

BE IT RESOLVED, that the Montague Township Board of Education authorize the utilization of Federal Impact Aid in the amount of \$165,599.00 to the 2024-2025 fiscal year budget;

BE IT FURTHER RESOLVED that the following GENERAL FUND tax levy be approved to support the 2024-2025 budgets: General Fund Tax Levy \$6,703,895.00.

BE IT FURTHER RESOLVED that the Montague Township Board of Education requests the approval of a capital reserve withdrawal in the amount of \$960,000.00. The District will utilize these funds for the construction of four (4) Pre-K classrooms.

WHEREAS, the Montague Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1, 2024 through June 30, 2025); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Montague Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms, and

BE IT FURTHER RESOLVED, the Montague Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$15,000.00 for all staff and board members.

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

BE IT FURTHER RESOLVED, that Montague Township Board of Education confirms the establishment of its 2024/2045 public budget hearing on Wednesday, May 1, 2024. The annual public budget hearing shall be conducted in the Montague School Gymnasium, 475 Route 206, Montague, New Jersey, commencing at 6:30 P.M.

BE IT RESOLVED that the Montague Township Board of Education authorizes advertising of said public budget hearing in the New Jersey Herald, in accordance with the form suggested by the State Department of Education and according to law.

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

14. PERSONNEL

MOTION FOR CONSENT AGENDA FOR ITEMS P-1 THROUGH P-4

Moved: Michael Zernhelt Seconded: Jaime Johnson

P-1 BE IT RESOLVED, that the Montague Township Board of Education approve the three-year Employment Contract for James Andriac, as Superintendent/Principal commencing July 1, 2024 through June 30, 2027.

P-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education approve the following job descriptions:

- **Transportation Supervisor**
- **Preschool Master Teacher**

P-3 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education accept the resignation of **Employee #10870659** effective March 6, 2024.

P-4 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **MICHELE TAGLIABUE**, as a substitute teacher, pending background check, if needed, for the 2023-24 school year.

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES	x	x	x	x	X for P-2-P4	x	x	6 for P-1 7 for P2-P4
NO								
ABSTAIN					X for P-1 (recused)			1 for P-1
ABSENT								

15. BUILDINGS AND GROUNDS

MOTION FOR CONSENT AGENDA FOR ITEMS BG-1 AND BG-2

Moved: Tasha DeGeorge Seconded: Andree Campbell

BG-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following requests for Use of Facilities or Grounds for the following:

NAME	USE/PURPOSE	ROOMS	DATE	TIME
Center for Prevention and Counseling	Strengthening Families Program - 10 week program	3 classrooms, Cafeteria & Bathrooms	April 9, 16, 23, 30, 2024 May 7, 14, 21, 28, 2024 June 4 & 11, 2024	5PM to 8PM
Melissa Neamand, Dana Berry & Melinda Tanzola	Art Show	Gym, Cafeteria, Hallways & Bathrooms	Thurs., May 22, 2024	5PM to 7PM
Project C.A.F.E. - Rachel Van Gorden	Agriculture Night	Gym, Cafeteria, central and middle school classrooms and Bathrooms	Thursday, May 30, 2024	6PM to 8PM

BG-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the **Montague PTA's** requests for Use of Facilities or Grounds for the following:

USE/PURPOSE	ROOMS	DATE	TIME
Bookfair	Gymnasium	Fri., April 19, 2024 Week of April 22-26, 2024	4PM to 6PM (set up) School hours
Family Picnic	Outside & bathrooms	Sat., June 8, 2024	10AM to 5PM

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

16. ADMINISTRATION

MOTION TO APPROVE CONSENT AGENDA FOR ITEMS A-1 THROUGH A-6

Moved: Andree Campbell Seconded: Paul Brislin

A-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the completed 2024-2025 District Preschool Budget Workbook.

A-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education approve the Montague Township School District to waive out of the SEMI Program for 2024-2025 school year.

WHEREAS, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicare Initiative (SEMI) Program for the 2024-2025 school year, and

WHEREAS, the Montague Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students for the 2024-2025 budget year,

NOW, THEREFORE, BE IT RESOLVED, that the Montague Township Board of Education hereby authorizes the Business Administrator to submit to the Executive County Superintendent of Schools in the County of Sussex an appropriate waiver of the requirements of N.J.A.C. 6A:23A-5.3 for the 2024-2025 school year.

A-3 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education approve the Educational Services Commission of Morris County 2024-2025 Rates of Service.

A-4 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve Friday, May 31, 2024 (Field Day) as an early dismissal with June 7, 2024 (Field Day rain date) being approved as an early dismissal contingent upon Field Day not being held on May 31, 2024 in the event it rains.

A-5 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the 2024-2025 school year calendar.

A-6 BE IT RESOLVED, that the Montague Township Board of Education hereby approves the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials 2023 Revisions.

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

17. LIAISON REPORTS

- High Point - Tasha DeGeorge - March 22, 23 & 24 they are presenting Young Frankenstein. Tickets are \$12.00. Ella Poalillo won the 138-pound State wrestling title. March 24 is their virtual college fair. The weight room is open at 7AM Monday, Wednesday and Friday. After School academic support is Monday through Thursday 2:30 to 3:30 in Room 206 and AP exams start Monday, May 6, 2024.
- Montague PTA - Michael Zernhelt - President & Secretary positions up for election this May and letters of interest to go to the nominating committee. Gertrude Hawk pick up will be March 20, 2024. They purchased over \$1,000 of shared teacher supplies such as educational games and teaching tools. Book Fair will be April 22-26, 2024. June 1, 2024 is the tricky tray. June 8, 2024 is the end of year family picnic. Discount cards will be available in April.
- Sussex County Charter/Tech School - Andree Campbell - Nothing to report. Michael Zernhelt they are having an award ceremony tonight for National Honor Society
- School Board Association - Barbara Holstein - Keep checking on the school board notes as they come to your email. The Board will be doing an evaluation soon for Mr. Andriac.

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 7:29 p.m.
 Motion Christopher Bell 2nd Tasha DeGeorge Voice Vote: All in Favor

Mr. Andriac thanked Barbara Holstein for everything she has done. She made him better at this job.

Motion to close Public Comment at 7:30 p.m.
 Motion Christopher Bell 2nd Michael Zernhelt Voice Vote: All in Favor

19. NEW BUSINESS - Motion made by Paul Brislin to cancel the March 27, 2024 Board Meeting that was originally scheduled for public hearing. 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								

20. ADJOURNMENT

Motion: Tasha DeGeorge 2nd: Jaime Johnson Voice Vote: All in Favor
 Time of Adjournment: 7:32 p.m.

Respectfully submitted,

Dana Berry

DANA BERRY
 Administrative Assistant to the Board Secretary