

**Montague Board of Education Meeting  
Regular Meeting Minutes  
August 1, 2017**

**I. Call to Order**

**II. Roll Call**

	<b>Present</b>	<b>Absent</b>
Glen Plotsky, President	X	
Diane Cole, Vice President		X
Gayle Andriac		X
Sally Kurtzman	X	
Emma Masset	X	
Tacia Johnson		X
Linda Spinapolice	X	

Others Present:

Timothy Capone - Chief School Administrator  
Tina Palecek – Business Administrator/Board Secretary

**III. Flag Salute**

**IV. 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 Times Herald Record.**

**V. Announcement of Executive Session**

**BE IT RESOLVED, that the Montague 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 6:04 pm  
Motion Emma Masset 2<sup>nd</sup> by Linda Spinapolice  
All in Favor  
None Opposed  
Motion Carried

Motion to close Executive Session at 6:38 pm  
Motion Emma Masset 2<sup>nd</sup> by Sally Kurtzman  
All in Favor  
None Opposed  
Motion Carried

Motion to reopen Regular Meeting at 6:38 pm  
Motion Emma Masset 2<sup>nd</sup> by Linda Spinapolice  
All in Favor  
None Opposed  
Motion Carried

**VI. Recognition**

None

**VII. Presentation**

None

**VIII. Approval of Minutes**

Approval of April 11, 2017

Approval of April 18, 2017

Approval of May 2, 2017

Board President Plotsky requested the April 18, 2017 minutes be tabled until

Motion to table April 18, 2017 minutes made by Sally Kurtzman 2<sup>nd</sup> by Emma Masset

Motion to approve April 11, 2017 and May 2, 2017 Minutes:

Motion: Sally Kurtzman

Second:

Emma Masset

Discussion: April 18, 2017 will have a correction on page 3

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

**IX. CSA Report**

- We all have microphones now. Tina and custodians addressed and corrected the issue.
- Great conversations with staff and community and the goals getting voted on tonight address many of the concerns individuals have discussed.
- One staff member has brought a program to Mr. Capone's attention, Hooked on Fishing – Not on Drugs. State funded program
- Also met with teacher leadership, apparently currently do not have sports. Looking at a soccer program for Grades 6-8 with minimal cost to the District, but increasing what we offer to students.
- Last meeting there was a discussion on what opportunities Montague offers compared to other local schools.
- Follow-up to public session regarding aide in lieu. We are in compliance with Aide in Lieu, notifications have been made by the Board Office and that any decision made is a State decision; we cannot do anything to change this situation.

**X. SBA Report**

- Currently getting quotes for removal of underground tank. We have one 4,000 gallon double-wall tank.
- Summer work found extension cords being used in two classrooms. Electrician changed outlets to accommodate the electrical needs
- Septic was pumped
- LRFP being looked at for updates

## **XI. Committee Reports**

*Board President addressed the Board and communicated that there have been many discussions regarding the Montague Board of Education being a Board of the Whole and not a Board of Committees. As such, moving forward it will be the intention that except for such committees that must meet to ensure there is no quorum, Negotiations, the Board will be getting all information at the same time and will in many cases be taking action at the same meeting. This will remove any possibility of any one Member having access to information before another Board Member and it will also support transparency of the Board.*

Personnel, Chair – S. Kurtzman  
Finance/Insurance, Chair – E. Masset  
Buildings, Grounds, & Transportation, Chair – L. Spinapolic  
Negotiations, Chair – G. Plotsky  
Curriculum, Chair – Vacant  
Policy, Chair – G. Andriac

## **XII. Correspondence**

New Jersey Department of Environmental Protection

### **Liaison Report**

**No -Non-voting Member Reports**

### **Public Session**

#### **Motion to open public comment at 6:53 p.m.**

Motion Sally Kurtzman 2<sup>nd</sup> by Emma Masset

All in Favor

None Opposed

Motion Carried

John Manion, Chubby Lane – requested follow-up to last meeting’s question regarding the \$120,000. Also, he discussed the underground oil tank – he asked if the Board was serious when it was asked if we could reuse the tank above-ground. The answer is no. Not an oil tank has been made that can be reused after it is dug-up.

Mrs. Palecek answered the question regarding the \$120,000.00. There was an error on the A4F submitted to the County last year. The error raised the first half of fiscal year 2016/2017 by 2%. The error was corrected in the second half of the fiscal tax year 2016/2017. The Township of Montague has made full payment of taxes due to the Montague School and the A4F was done correctly.

Mr. Manion challenged that the money collected should be considered overtaxing and should be given back to the taxpayer.

Mrs. Palecek explained how the A4F and tax year are split between the Township Tax bill and the School budget which can cause confusion, but that all budget and tax data submitted this year are correct.

Art Henn, River Road – I would like to thank Tina and Mr. Capone for the microphones after 5-years. Welcome aboard Mr. Capone.

**Motion to close public comment at 7:00 p.m.**

Motion Linda Spinapolice 2<sup>nd</sup> by Emma Masset  
All in Favor  
None Opposed  
Motion Carried

**Action Items**

Regular Consent Minutes, the following items have been deemed to be matters of routine business and will be voted on by one motion:

20170801-1, Approve the August 1, 2017 Bill List attached and listed below:

	Check Numbers	Amount
Regular Bill List	#23348-23430	\$488,125.64

20170801-2, Approve the June 2017 budget adjustments.

20170801-3, Approve reduction of budget line, 11-000-219-104, Salaries of Other Professional Staff in the amount \$26,780.00 of due to a reduction in State Aid for the 2017-2018 School Year.

20170801-4, Approve the following annual Special Education School Contracts for the 2017-2018 Academic Year:

- State of New Jersey, Commission for the Blind, KD, \$1,900.00 (9/1/2017-6/30/2018)**
- Celebrate the Children, NB, Tuition \$68,310.00 & Ext.Srvs \$27,000.00 (9/1/2017-6/30/2018)**
- Lakeland Andover, KB, Tuition - \$55,800.00 (9/1/2017-6/30/2018)**
- Lakeland Regional, Extended School Year - KD, Tuition & 1:1 Aide - \$22,488.60**
- Hamburg Public School, Extended School Year, RLD, Tuition & Aide - \$2,977.37**

**BE IT RESOLVED, at the recommendation of the Superintendent, the Montague Board of Education approve the above-identified consent Minutes items numbered**

Motion: Emma Masset Second: Sally Kurtzman

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

**Policy**

**BE IT RESOLVED**, that the Montague Board of Education approve the adoption of the policy manual which includes revised and new policies as provided by the New Jersey School Boards Association. As listed below by New Jersey School Boards:

Policy	Changes/Updates
1120 Board Meetings	Added content on school performance report
2130 Principal Evaluation	Changes throughout, regulation updated/overhauled as well

2131 Chief School Administrator	Minor revisions for TEACHNJ, job inefficiency
2224 Nondiscrimination	Added sections on Comprehensive Equity Plan, amended section on Equity in Classroom
2240 Research	Revised section on school level planning
3100 Budget Planning	Policy overhauled to be consistent with the current code
3542.1 Wellness and Nutrition	Overhauled and added content on the Wellness Committee, marketing and physical activity (require by federal law), added an exhibit
3542.2 School Meal Plan Arrears	New Policy added. May be edited to reflect you practices
3510 Operation and Maintenance of Plant	Content added on safe drinking water
3516 Safety	Content added on safe drinking water
4111 Hiring	Updated to include more content on equity in employment
4111.1/4211.1 Nondiscrimination	Added sections: Affirmative Action Officer/Team; Harassment and Favoritism; Contract Practices; Appeals. Added more detail under the section on Whistle Blower
4112.1 Certification	Policy overhauled. Expanded content on arrest reporting and overhauled the sections on mentoring and provisional teachers to be more consistent with code
4112.8/4212.8 Nepotism	Updated section on negotiations
4113/4214 Assignment and Transfer	Sentence added regarding equity
4116 Teacher Evaluation	Policy fin updated the regulation to a new version
4131/4131.1 Staff Development	Updated/overhauled for the requirements of TEACHNJ
4211 Hiring	Updated to include more content on equity in hiring
4231/4231.1 Staff Development	Content added regarding the achievement gap
5114 Suspension and Expulsion	Added sentence at the end about over representation of males and minorities. Overhauled the regulation with a recently NJSBA developed regulation and town exhibits added
5118.2 Foster Care	New policy and regulation added – required in 2016 for education stability
5120 Assessment of Individual Needs	Revised the bullets
5131 Conduct and Discipline	Added content to the introduction for coverage of N.J.A.C. 6A:13. Revised the section on Implementation to be more consistent with the code
5134 Pregnant Students	Added a sentence affirming their right to stay in school
5141.4 Missing, Abused and	Policy overhauled to be more consistent with the current code.

Neglected Children	Regulation replaced with current NJSBA regulation
5141.22 Medical Marijuana	New policy and exhibit added required in 2016
5145.4 EEO	Policy overhauled, content on equity expanded and definition of HIB revised
6010 Goals	Added a bullet on harassment free environment, and other changes (the CCCS are not the New Jersey Student Learning Standards)
6121 Nondiscrimination	Overhauled to be more consistent with the current code
6140 Curriculum Adoption	Added two bullets on the required holocaust and African American history curriculum. CCCS to the NJSLS
6141 Curriculum Design and Development	First section overhauled to be more consistent with the current code
6142.2 ESL	Overhauled to be more consistent with the current code
6142.4 Physical Education	Sentence added in the first section regarding accessibility. CCCS changed to NJSLS. Section added on suicide education
6142.10 Internet Safety and Technology	Added a sentence on equity in the first section.
6142.12 Career and Technical Education	Overhauled to be more consistent with the current code
6145 Extracurricular Activities	Added a sentence on equity
6145.1/6145.2 Intramural/Interscholastic Competition	Added a section on equity
6146 Graduation Requirements	CCCS to NJSLS . Removed the high school content – not applicable
6146.1 Promotion Retention	Updated the bullets and added a paragraph on ELLs
6147 Standards of Proficiency	Added paragraphs 4, 5, 6 regarding assessments. CCCS to NJSLS
6162.5 Research	Section added on parent notification and other minor changes
6163.1 Media Center	Added content in the first paragraph related to access
6164.2 Guidance Services	Added paragraph 2 on access
6164.4 CST	Replaced the section on disaffected and disruptive student with a section titled Students at Risk
6171 Special Instructional Programs	Revised the bullets
6171.1 Remedial Instruction	Overhauled to be more consistent with the current code
6171.2 G&T	Content added on fair access to G&T and other changes
6171.4 Special Education	No markup – policy overhauled to be more consistent with the

	current code. Added an exhibit Procedural safeguards
6172 Alternative Education Programs	Updated the section on home schooled children and other minor changes
6173 Home Instruction	Added a sentence on access
9250 Travel Reimbursement	Updated the circular and website location

Motion: Sally Kurtzman Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

### Administration

**A-1, BE IT RESOLVED**, that the Montague Board of Education adopt the District Goals as developed during the New Jersey School Board’s goal development session held on April 18, 2017.

1. Address the 7<sup>th</sup> and 8<sup>th</sup> grade programming
2. Address the needs identified by the QSAC evaluation
3. Develop a Long-Range-Facilities-Plan
4. Investigate opportunities to improve efficiency.

Motion: Sally Kurtzman Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

**A-2, BE IT RESOLVED**, that the Montague Board of Education adopt the Board Goals as developed during the New Jersey School Board’s goal development session held on April 18, 2017.

1. Support new Superintendent of School in his transition to the District
2. Review Policy manual to reduce overlap and ensure consistency
3. In conjunction with the new Superintendent, explore options for Strategic Planning.

Motion: Linda Spinapolice Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

**A-3, BE IT RESOLVED**, that the Montague Board of Education approve the Superintendent Goals

1. Investigate and present options to improve the 7<sup>th</sup> and 8<sup>th</sup> grade educational opportunities
2. Develop a comprehensive plan to address the areas of non-compliance in the QSAC evaluation.
3. Develop the Long-Range-Facilities-Plan
4. Recommend actions that will improve the efficiency of the district.

Motion: Sally Kurtzman

Second: Emma Masset

Discussion: Mr. Capone requested removal of some words in the proposed resolution.

Modified Motion Sally Kurtzman

Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

**A-4, BE IT RESOLVED, at the recommendation of the Superintendent**, the Montague Board of Education approve the School Business Administrator/Board Secretary's annual goals.

1. Complete all courses necessary to secure New Jersey School Board Administrator Certification.
2. Develop and implement strategies to improve the weighted indicator for Fiscal Management in the QSAC evaluation to a minimum of 80%.

Motion: Linda Spinapolice

Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

**A-5, BE IT RESOLVED, at the recommendation of the Superintendent**, the Montague Board of Education approve closing the District from December 23, 2017 – January 1, 2018 and from March 30, 2018-April 8, 2018 for reasons of efficiency and cost-savings.

Motion: Emma Masset

Second: Sally Kurtzman

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3



## Contracted Services

**CS-1, BE IT RESOLVED, at the recommendation of the Superintendent, the Montague Board of Education approve the hiring of Schwartz Simon as Special Counsel for Special Education legal matters**

Motion: Linda Spinapolice Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

**CS-2, BE IT RESOLVED, at the recommendation of the Superintendent, the Montague Board of Education approve Comegno Law Group as the Montague Board Attorney**

Motion: Sally Kurtzman Second: Linda Spinapolice

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

**C-3, BE IT RESOLVED, at the recommendation of the Superintendent, the Montague Board of Education approve entering into a contract with NJSchoolJobs.com.**

Motion: Linda Spinapolice Second: Sally Kurtzman

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

**CS-4, BE IT RESOLVED, at the recommendation of the Superintendent, the Montague Board of Education approve the hiring of EI Associates as the Architect of Record for the Montague School**

Motion: Sally Kurtzman Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

## Transportation

**BG&T – 1, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve Student Transportation Contract Renewal with Stocker Bus Company for bus routes E-3 and E-7

Motion: Emma Masset

Second: Sally Kurtzman

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

## Personnel

**P-1, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve the ratification of the Montague Education Association Contract for the 2017-2018 School Year.

Motion: Glen Plotsky

Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

**P-2, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve Candace Stout as the Part-Time LDTC for the 2017-2018 School Year at Step-17 at a rate of \$36,763.20

Motion: Emma Masset

Second: Sally Kurtzman

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

**P-3, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve summer work for Candace Stout at a rate of \$49.95 an hour for a maximum of 20 hours.

Motion: Sally Kurtzman

Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

**P-4, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve the establishment of a Spanish Teacher position for the 2017-2018 School Year.

Motion: Emma Masset

Second: Sally Kurtzman

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

**P-5, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve the establishment of a Part-Time Curriculum Coordinator position for the 2017-2018 School Year.

Motion: Sally Kurtzman

Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

## ADMINISTRATIVE

**A-6, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve the submission of the annual state required full time principal waiver request

Motion: Linda Spinapolice

Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X		X	X	X			4
NO								
ABSTAIN								
ABSENT		X				X	X	3

## Unfinished Business

None

## New Business

Need to get cell phones for Chief School Administrator/Principal and School Business Administrator

## Executive Session:

**BE IT RESOLVED, that the Montague 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 7:02 p.m.

Motion Sally Kurtzman 2<sup>nd</sup> by Emma Masset

All in Favor  
None Opposed  
Motion Carried

Motion to close Executive Session at 9:07p.m.  
Motion Emma Masset 2<sup>nd</sup> by Sally Kurtzman  
All in Favor  
None Opposed  
Motion Carried

Motion to reopen Regular Meeting at 9:08 p.m.  
Motion Sally Kurtzman 2<sup>nd</sup> by Emma Masset  
All in Favor  
None Opposed  
Motion Carried

**Adjournment**

Motion Sally Kurtzman 2<sup>nd</sup> by Emma Masset  
All in Favor  
None Opposed  
Motion Carried