

**Montague Board of Education Meeting  
Regular Meeting Minutes  
August 8, 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.** Motion to adopt agenda made by Emma Masset, 2<sup>nd</sup> by Tacia Johnson  
Discussion took place regarding agenda items including the need for a resolution to pay the attorney. There was also discussion by multiple Board of Education members regarding the change in agenda format.  
Motion to add a resolution to pay Dan Perez made by Tacia Johnson 2<sup>nd</sup> by Diane Cole  
Motion to adopt the amended agenda with the addition to pay Mr. Perez subject to review made by Emma Masset, 2<sup>nd</sup> by Tacia Johnson  
In favor: Glen Plotsky, Gayle Andriac, Linda Spinapolice,  
Opposed: Emma Masset, Diane Cole, Tacia Johnson  
Motion not carried

Motion by Diane Cole to deviate from the current policy to adjourn into executive session for this meeting and to also accept the changes that have been made with respect to the motions for attorney fees for Mr. Perez and policy changes  
2<sup>nd</sup> by Tacia Johnson  
In favor: Glen Plotsky, Diane Cole, Gayle Andriac, Tacia Johnson, Linda Spinapolice  
Abstain: Emma Masset  
Motion Carried

**VI. 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 6:24 pm  
Motion Tacia Johnson 2<sup>nd</sup> by Gayle Andriac  
All in Favor  
None Opposed  
Motion Carried

Motion to close Executive Session at 8:15 pm  
Motion Emma Masset 2<sup>nd</sup> by Gayle Andriac  
All in Favor  
None Opposed  
Motion Carried

Motion to reopen Regular Meeting at 8:15 pm  
Motion Gayle Andriac 2<sup>nd</sup> by Emma Masset  
All in Favor  
None Opposed  
Motion Carried

**VII. Recognition**

None

**VIII. Presentation**

Electronic Violence and Vandalism Report (EVVRS) - Christopher Gregory  
2017-2018 Schedule Summary – Christopher Gregory

**IX. Approval of Minutes**

Approval of April 18, 2017

Motion: Diane Cole Second: Gayle Andriac

Note that Ms. Johnson wanted her absence noted on the meeting.

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X	X		5
NO								
ABSTAIN							X	1
ABSENT			X					1

**X. CSA Report**

Mr. Capone presented a comparison of area schools as a tool to see the different programs offered as they compare to Montague.

Mr. Capone also discussed the Aid reduction by the State of \$26, 780.00 from Montague’s budget. Discussion took place regarding if there was a possibility of regaining that money from the State. Mr. Capone also explained the need to fight for Impact Aid for our school each year and that it should not be included as a budget revenue because the Federal Government can eliminate it at any time leaving us with a budget hole.

Breakfast and lunch for the first few days of school will be free to students.

**XI. SBA Report**

Nutrition program  
 Quarterly Report – claims are down  
 Working on Application for Additional Aid to offset the reduction

**XII. Correspondence**

Correspondence received from Robert Walker (2)

**Liaison Report**

**Port Jervis** - Ms. Johnson reported that there is an expanded freshman advisory group; offering tours and open house. There is also a breakfast/lunch program during the summer.

**Public Session**

**Motion to open public comment at 8:57 pm**

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

Krista Thomas – Elm Court. The 160 minutes of Spanish each week, what is being taken away? Can we do the same kind of comparison between schools for transportation costs? Might be a way to drive costs down. No one went to the High Point meeting? There are six-students in Vo-Tech – would be nice to hear about them too?

**Motion to close public comment at 8:59 pm**

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

**XIII. Action Items**

**BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve the 2017-2018 agreement for Ancillary Educational services with Sussex County Educational Services Commission

Motion: Tacia Johnson Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X	X	X	6
NO								
ABSTAIN								
ABSENT			X					1

**BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve audio recordings of Board of Education Meetings be posted on the School website for a period of six-months.

Motion: Tacia Johnson Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X	X	X	6
NO								
ABSTAIN								
ABSENT			X					1

**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 Neglected Children	Policy overhauled to be more consistent with the current code. 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	Added a section on equity

Intramural/Interscholastic Competition	
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

Motion: Emma Masset

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X			4
NO								
ABSTAIN						X	X	2
ABSENT			X					1

## Administration

**A-1, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve the DIP as recommended by the Chief School Administrator.

Motion: Tacia Johnson

Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X	X	X	6
NO								
ABSTAIN								
ABSENT			X					1

**A-2, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve the attendance of the Chief School Administrator/Principal at the NAFIS Fall Conference September 24 - 26, 2017 in Washington, DC

Motion: Tacia Johnson Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X	X	X	6
NO								
ABSTAIN								
ABSENT			X					1

**A-3, BE IT RESOLVED,** the Montague Board of Education approve payment attorney, Dan Perez, to satisfy his invoice in the amount of \$3,868.00

Motion: Diane Cole Second: Linda Spinapolicc

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X	X		5
NO								
ABSTAIN							X	1
ABSENT			X					1

## Personnel

**P-1, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve the Confidential Secretary Contract for the 2017-2018 School Year for \$40,000.00.

Motion: Gayle Andriac Second: Diane Cole

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X	X	X	6
NO								
ABSTAIN								
ABSENT			X					1

**P-2, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve the Confidential BA Secretary Contract for the 2017-2018 School Year for \$63,655.00.

Motion: Gayle Andriac Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X	X	X	6
NO								
ABSTAIN								
ABSENT			X					1

**P-3, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve the retroactive Custodian Contract step placement modification as per contract at Step 12 - \$32,953.00.

Motion: Gayle Andriac

Second: Tacia Johnson

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X	X	X	6
NO								
ABSTAIN								
ABSENT			X					1

**P-4, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve the Confidential Secretary Job Description.

Motion: Gayle Andriac

Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X	X	X	6
NO								
ABSTAIN								
ABSENT			X					1

**P-5, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve the Confidential BA Secretary Job Description.

Motion: Gayle Andriac

Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X	X	X	6
NO								
ABSTAIN								
ABSENT			X					1

**P-6, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve the Confidential Administrative Assistant Job Description.

Motion: Gayle Andriac

Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X	X	X	6
NO								
ABSTAIN								
ABSENT			X					1



**P-7, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve the Administrative Assistant Central Office Contract for the 2017-2018 School Year for \$30,000.00.

Motion: Gayle Andriac

Second: Tacia Johnson

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X	X	X	6
NO								
ABSTAIN								
ABSENT			X					1

**P-8, BE IT RESOLVED, at the recommendation of the Superintendent,** the Montague Board of Education approve the Part Time Confidential Administrative Assistant Job Description.

Motion: Gayle Andriac

Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	TJ	Total
YES	X	X		X	X	X	X	6
NO								
ABSTAIN								
ABSENT			X					1

**Unfinished Business**

Mrs. Cole asked about the status of the residency audit. Mr. Capone reported that he and his executive assistant went through the report; only one student in question at this time.

Transportation – all routes have been submitted. Ms. Johnson reported parents are complaining about the routes being changed/re-rerouted.

Mrs. Cole – questioned the status of a scanner or time-clock for staff.

Ms. Johnson questioned negotiations – Mr. Plotsky reported a one-year contract has been approved.

Ms. Johnson reported she would not use the BOE email until a new IT company comes in. Mrs. Cole said she also had some problems with using the account. Mrs. Spinapoliche encouraged all to use the BOE email. Mr. Plotsky explained the issue is if there is a situation and your emails are requested for litigation or whatever other purpose - if you are using something other than provided by the school; not using the BOE email would make all of your personal emails public.

**New Business**

Mrs. Andriac questioned if Board of Education member “blind copying” other members above the allowable three-members qualifies as a quorum; is it an OPMA violation?

Three major projects need to be addressed as soon as possible; new roof, underground tank, and asbestos tiles. Mr. Capone urged the Board to consider this an urgent issue that needs immediate action.

**Adjournment**

Motion Emma Masset 2<sup>nd</sup> by Gayle Andriac

All in Favor

None Oppose

Motion Carried