

**Montague Board of Education Meeting
Workshop Meeting
February 7, 2017**

Call to Order

Opened at 6:05pm

Roll Call

| | Present | Absent |
|------------------|----------------|---------------|
| Tacia Johnson | | X |
| Diane Cole | X | |
| Gayle Andriac | X | |
| Sally Kurtzman | X | |
| Emma Masset | X | |
| Glen Plotsky | X | |
| Linda Spinaplice | x | |

Others Present:

Robert Walker – Interim Chief School Administrator
Tina Palecek – Business Administrator/Board Secretary

Flag Salute

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 Middletown Record.

Please note, the school's anti-bullying policy and how it applies to all; Board Members, Administration, Teachers, volunteers, parents, and members of the community. We are all to display appropriate behavior for the children of our community, so they can learn by example: not harass, intimidate, or bully others, either in person or writing, inclusive of via social media. It was brought to the attention of the Board and Administration, that just prior to a meeting last year, as well as during the meeting, statements were made on social media by those in attendance at the meeting, which not only included insinuations and threats of violence which were both harassing, intimidating, and of course forms of bullying, but these comments were also supported by others in attendance. Additionally, since 2015 there have been ongoing reports of continual harassment. Therefore, as a safety precaution for the Board Members, Administration, public and students, the presence of the Constable has been requested at the meetings until these threats cease to exist.

Announcement of Executive Session (if needed)

Recognition

None Scheduled

Presentation

Lori Jeskey - Preschool Grant Presentation

Mrs. Jeskey and Dawn Marion spoke to the Board about the activities of the pre-school program and most specifically about an upcoming event involving the “wedding” of Mr. Q and

Ms U. The program has several events during the year to highlight curriculum and this spring it is this wedding. All Board members were given invitations to attend.

Mrs. Jeskey and Mrs. Marion also explained their current work on securing additional grant funding for the pre-school program for the 2017-2018 school year. This year there was the Cubs' Club which is the program name, next year the name Club Discovery will be added. The addition is due to the change in curriculum to include STEAM – Science, Tech, Engineering, Art, and Math. The new title is necessary because many students will be returning to the pre-school program and repeating the Cubs' Club would not be educationally beneficial to the students.

Mrs. Jeskey and Mrs. Marion have put together a new grant to access money available through NJEA Hipp Foundation for Excellence in Education. The requested grant total is \$7,880.00 with the Montague School District contributing money for trip buses, substitute teachers when Mrs. Jeskey and Mrs. Marion attend the conference and general funding of program. The grant does not include teacher salaries and may not cover all materials needed for the school year.

The program next year will incorporate as much parental/family participation as possible to foster increased learning of students. There will be speakers and events scheduled throughout the year as well as two field trips.

Nisivoccia, LLP Audit Presentation

Mr. William Schroeder presented the results of the Comprehensive Annual Financial Report to the Board. Mr. Schroeder told the Board financially Montague has used up much of the surplus and the budget is, "very tight". He reviewed the Corrective Action Plan which includes the District will ensure all budget transfers that exceed 10% receive County approval. Vendor data practices will be updated to ensure pertinent files are maintained to ensure compliance with pay-to-play, and the District will low income student data for A.S.S.A. will be reported properly and files maintained to corroborate the counts provided.

Mr. Schroeder discussed and explained, at the request of Mr. Walker the difference in the budget the Board believed was submitted and the subsequent tax levy for the school year 2016-2017. Mr. Schroeder discussed how debt service as well as the preliminary tax levy figures impacted the A4F form submitted to the County. He also explained that the increase in tax levy for the second half of 2016 will be balanced out by a decrease in tax levy in the first half of 2017.

Approval of Minutes

To be approved at Regular Meeting on February 14, 2017

CSA Report

Mr. Walker requests the Board do the following things at the February 14, 2017 meeting:

1. Approve a substitute nurse at the meeting on February 14, 2017.
2. Approve substitute teachers
3. Approve the hiring of a fulltime paraprofessional as recommended by him
4. Accept with regret the resignation of long-time substitute John Cantelmo
5. Approve maternity/disability leave for Laura Moroney
6. Approve advertizing for temporary Science teacher

Mr. Walker also reported the following:

1. School Business Administrator/Board Secretary has successfully registered for required courses starting in March 2017 through the end of the school year to secure her full certification.
2. Now have business cards for Board Members to use to refer parents and citizens if ever approached in the public.
3. He attended Colonial Day in Ms. Bellini and Mrs. Willeford's first grade classes
4. NJ DOE 2nd annual teacher evaluation report identified Montague School's teachers as being ranked 20th in the State. This ranking is based on both review of teacher observations and the scores of their students.
5. He attended the 6th ACT II & III William Shakespeare's Julius Caesar Play. He told the Board how wonderful the presentation was to watch.
6. He also attended the Regional Band and Chorus program held at High Point.
7. He went over the cost per pupil data for the County and was pleased to tell the Board that Montague is not the most expensive in the County, "We are right in the middle".
8. The need for increased bandwidth for upcoming testing is still an issue. Mrs. Palecek is working to secure contracts and get the work completed. There is a question regarding the monthly bill and it will be researched, however, the priority at this time is getting the increased bandwidth
9. Highlighted the ongoing CSA search.

SBA Report

Mrs. Palecek shared with the Board:

1. The change to delayed opening schedule for students attending High Point to ensure each student has maximum educational opportunities
2. The bonding process necessary as a new SBA/BA has been completed with no lapse in coverage
3. Issues with the Ethics disclosure have finally been fixed after many calls and communications
4. Residency Verification has been initiated
5. Site visit by architect and window contractor was completed regarding the leaking windows in classroom 92. The window company, Panoramic Window and Door System has provided a quote to fix the leak for \$6,800.00. The quote is on the agenda for approval.
6. Underground storage tank passed inspection
7. Met with Neil Cramer to discuss financial management needs for Montague
8. Met with Finance/Insurance Committee twice
9. Begun the search for contractors for competitive bidding to save money
10. Received call from NJ Dept of Agriculture regarding lack of compliance and failure to respond to emails from the fall of 2016. With the assistance of the Board staff, all paperwork was completed and deadline met.

Correspondence

None Scheduled

Liaison Report

None Scheduled

Public Session

As a reminder for all, and as per NJSBA, Board of Education meetings are "a meeting in public, not a meeting of the public. Many people, especially parents and community members, misunderstand the nature of a school board meeting. School boards provide leadership for what are typically multi-million dollar corporations. The board has important work to accomplish. And, to do that work, the board needs to be fully engaged around the table. The Open Meetings Act requires that public business be done in public, and that citizens have opportunity to observe and comment at every meeting."

Additionally, as per NJSA 2C:33-8, 10:4-12, and as adopted by Montague's Board of Education in Bylaw 9322, please remember the public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface - by an announcement of his/her name, place of residence, and group affiliation if appropriate;
2. Each statement by a participant shall be limited to 3 minute duration
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the presiding officer; no participant may address or question Board Members individually;
5. The presiding officer may:
 - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
 - e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

During this portion of the meeting, the residents are invited to address the Board with any comments or concerns that may be in respect to the operation of their school.

Motion to open public comment at 7:40pm

Motion by Glen Plotsky 2nd by Gayle Andriac

All in Favor

Motion carried

Art Hen spoke to the Board congratulating Board on getting things done and not presenting referendums for new construction.

Motion to close public comment at 7:42pm

Motion Gayle Andriac 2nd by Glen Plotsky

All in Favor

Motion carried

Unfinished Business

Meeting Chair Diane Cole went over each item listed below annotating if the item had or had not been addressed.

Budget Discussion & State Aide

Budget meetings will be scheduled as soon as possible to ensure compliance with Budget

Calendar

Facilities

Quote for leak repair will be on next regular meeting agenda

Patch Article

CSA discussed this in his report

Special Education

Finance Chair, Emma Masset, told the Board that this is a big subject that must be addressed, she recommends Tina Palecek assist with this as she has extensive experience in special education

Curriculum

Mr. Gregory is working with Mrs. Higbie regarding any changes needed to meet State Standards.

QSAC

Diane Cole asked Mr. Walker if he knew what date the QSAC review would take place. Mr. Walker and Mrs. Palecek did not know when the review would take place at the time of the meeting.

RFP - Architect and Auditor

RFPs for Architect and Auditor will be on agenda for February 14, 2017 meeting

Auditor's Report

Auditor's report was given at this meeting. No additional comments on this topic

IT

Discussion regarding the need for increased bandwidth was presented by CSA during his report

Board Training, goals and objectives with NJSBA

Dates were reviewed and the Board agreed to have the NJSBA training on the Workshop Meeting in April 4th meeting

Negotiations Meeting and Greet

Because the MEA President was in attendance, a new meet and greet date was picked, Monday, February 13, 2017, at 4pm at the Apple Valley restaurant. All participants were in attendance and all agreed.

Board Member Disclosures

Issues with access to Board disclosure documents has been resolved

Policies (job descriptions, BS responsibilities, Line of Responsibilities, Meeting Preparation Timeline)

Insurance Carrier Update

N

New Business

Policies (HIB procedures, preschool, pre-k)

There will be a HIB presentation at the February 14, 2017 regular meeting. There will need to be discussion regarding the development of policies for preschool programs and also graduation in the future.

Safety during drop-off /pick-up

Mr. Walker communicated there are no safety problems or concerns regarding drop-off and pick-up times at the school. He has observed these procedures many times and has seen nothing but organization and safety practices.

Executive Session:

BE IT RESOLVED, that the Montague Board of Education recess and proceed to executive session to discuss personnel matters including CSA, negotiations, Legal (transportation, residency, Port Jervis/High Point/Montague. 2016/2017 budget, contract/payroll) No action will be taken.

Motion to open Executive Session at 8:10pm
Motion by Glen Plotsky 2nd Sally Kurtzman
All in Favor
Motion carried

Motion to close Executive Session at 8:22pm
Motion by Glen Plotsky 2nd by Gayle Andriac
All in Favor
Motion carried

Adjournment

Motion Glen Plotsky 2nd by Emma Masset
All in Favor
Motion carried
Meeting adjourned at 8:23pm