

**Montague Board of Education Meeting  
Annual Reorganization Meeting  
Minutes  
January 2, 2018**

**I. Call to Order**

**II. Roll Call**

	<b>Present</b>	<b>Absent</b>
Glen Plotsky	X	
Diane Cole	X	
Gayle Andriac	X	
Sally Kurtzman	X	
Emma Masset	X	
Charles Teufert	X	
Linda Spinapolicc	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. Report of Election Results – Tina Palecek, Business Administrator/Board Secretary**

- a. 3 Year Term:
- i. Gayle Andriac – 443
  - ii. Charles Teufert – 443
  - iii. Tacia Raftopoulos-Johnson – 232
  - iv. George Gelderman – 389
  - v. Write-In – 11

**VI. Oath of Office for Newly Elected Board Members – Administered by Tina Palecek**

**VII. Distribution of Code of Ethics**

**VIII. New Business:**

- a. Open nomination for Board President
- Emma Masset nominates Glen Plotsky  
\_\_\_\_\_ nominates \_\_\_\_\_

Close nominations for Board President

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

- b. **BE IT RESOLVED**, that the Montague Board of Education vote upon candidates for Board President (Each Board member will be asked to verbally indicate who they vote to be elected Board President).

Diane Cole	<u>Glen Plotsky</u>
Sally Kurtzman	<u>Glen Plotsky</u>
Gayle Andriac	<u>Glen Plotsky</u>
Charles Teufert	<u>Glen Plotsky</u>
Emma Masset	<u>Glen Plotsky</u>
Glen Plotsky	<u>Glen Plotsky</u>
Linda Spinapolic	<u>Glen Plotsky</u>

- c. **BE IT RESOLVED**, that Glen Plotsky is hereby elected as President of the Montague Board of Education, effective January 2, 2018 for a term prescribed by law.

- d. Open nominations for Board Vice President

<u>Gayle Andriac</u>	nominates	<u>Linda Spinapolic</u>
_____	nominates	_____

Close nominations for Board Vice President

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

- a. **BE IT RESOLVED**, that the Montague Board of Education vote upon candidates for Board Vice President (Each Board member will be asked to verbally indicate who they vote to be elected Board Vice President).

Diane Cole	<u>Linda Spinapolic</u>
Sally Kurtzman	<u>Linda Spinapolic</u>
Gayle Andriac	<u>Linda Spinapolic</u>
Charles Teufert	<u>Linda Spinapolic</u>
Emma Masset	<u>Linda Spinapolic</u>
Glen Plotsky	<u>Linda Spinapolic</u>
Linda Spinapolic	<u>Linda Spinapolic</u>

- b. **BE IT RESOLVED**, that Linda Spinapolic is hereby elected as Vice President of the Montague Board of Education, effective January 2, 2018 for a term prescribed by law.

**IX. Appointment of Board Secretary**

BE IT RESOLVED, that Tina M. Palecek be appointed as Board Secretary, (N.J.S.A. 18A:17-5), effective January 2, 2018, for a term prescribed by law.

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



**BE IT RESOLVED:** Special Public Meetings where official action is taken will be scheduled as needed in compliance with New Jersey Sunshine Law.

Closed Executive Sessions with the public excluded for the purpose of discussing personnel, legal matters, negotiations, or any other exception as defined in N.J.S.A 10:4-12 will be authorized as needed by resolution during public meetings or by special notice.

Motion: Gayle Andriac  
All in Favor  
None Opposed  
Motion Carried

Second: Emma Masset

**XI. Bank Depositories**

<b>ACCOUNT</b>	<b>SIGNATORIES</b>	<b>BANK</b>
General Fund and Capital Reserve Acct.	Board President Board Secretary Treasurer of School Monies	Sussex Bank
Payroll Agency	Board Secretary Treasurer of School Monies Payroll Clerk	Sussex Bank
Payroll Account	Board Secretary Treasurer of School Monies Payroll Clerk	Sussex Bank
Unemployment Insurance	Board Secretary Payroll Clerk	Sussex Bank
Summer Savings	Board Secretary Treasurer of School Monies Payroll Clerk	Sussex Bank
Student Council	Board Secretary Treasurer of School Monies Payroll Clerk	Sussex Bank
Cafeteria Account	Board Secretary Treasurer of School Monies Payroll Clerk	Sussex Bank
N.J. Cash Management	Board Secretary Accounts Payable Treasurer of School Monies	Sussex Bank

Motion: Emma Masset  
All in Favor  
None Opposed  
Motion Carried

Second: Gayle Andriac

**XII. Establishment of Procedure for Signing Checks**

**WHEREAS**, the Montague Board of Education desires to establish procedures for authorized signatures to be placed on the various categories of checks issued by the Board:

**BE IT RESOLVED** that the signatures of the Board President, Board Secretary, and the Treasurer of School Monies shall be required on checks issued in payment of bills; and

**BE IT FURTHER RESOLVED** that the signature of the Board President and the Treasurer of School Monies and the original signature of the Board Secretary or Chief School Administrator shall be required on all checks included on the bill lists; and

**BE IT FURTHER RESOLVED** that the signature of the Treasurer of School Monies shall be required on all checks issued on the Payroll Agency Account.

Motion: Gayle Andriac  
All in Favor  
None Opposed  
Motion Carried

Second: Sally Kurtzman

**XIII. Designation of Official Newspaper for Legal Notices:**

**BE IT RESOLVED**, that the New Jersey Herald and Times Herald Record be designated the official newspaper for legal notices.

Motion: Linda Spinapolic  
All in Favor  
None Opposed  
Motion Carried

Second: Charles Teufert

**XIV. Board Policies**

**BE IT RESOLVED**, that the written Bylaws, Board Policies, Regulations, and Job Descriptions previously and duly adopted are hereby adopted by this Board and shall govern all actions and business to come before the Board.

Motion: Gayle Andriac  
All in Favor  
None Opposed  
Motion Carried

Second: Emma Masset

**Motion to Adjourn Reorganization Meeting: (6:23pm)**

Motion: Sally Kurtzman  
All in Favor  
None Opposed  
Motion Carried

Second: Linda Spinapolic

**Motion to Open Regular Meeting: (6:23pm)**

Motion: Gayle Andriac  
All in Favor  
None Opposed  
Motion Carried

Second: Emma Masset

**XV. 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: Sally Kurtzman Second: Linda Spinapolice

All in Favor  
None Opposed  
Motion Carried

Motion to close Executive Session at 7:15 pm

Motion: Gayle Andriac Second: Emma Masset

All in Favor  
None Opposed  
Motion Carried

Motion to reopen Regular Meeting at 7:16 pm

Motion: Charles Teufert Second: Linda Spinapolice

All in Favor  
None Opposed  
Motion Carried

**XVI. Approval of Minutes**

**a. October 10, 2017**

Motion: Gayle Andriac Second: Sally Kurtzman

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X		X	X		5
NO								
ABSTAIN				X			X	
ABSENT								2

**b. October 11, 2017**

Motion: Gayle Andriac Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X		X	X		5
NO								
ABSTAIN				X			X	2
ABSENT								

**c. October 12, 2017**

Motion: Gayle Andriac Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X		X	X		5
NO								
ABSTAIN				X			X	2
ABSENT								

**XVII. CSA Report**

Presentation: Kathy Helewa from NJSBA – Ethics Training  
Mr. Christopher Gregory presented the student enrollment for the month



**A-2 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve the Chief School Administrator/Principal, Timothy Capone's attendance at the NAFIS Spring Conference March 18-20, 2018 in Washington DC.

Motion: Gayle Andriac Second: Charles Teufert

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

**A-3 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve Kevin McAtee from Hoffman, Vance, and Worthington, Inc. to complete the Montague Board of Education 2018 Section 7002 Impact Aid application at a fee not to exceed \$5,000.00.

*\*Mrs. Palecek communicated to the Board of Education that she received an email indicating the cost was the same as the previous year: \$3,000.00*

Motion: Sally Kurtzman Second: Linda Spinapolicc

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

**A-4 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education accept the HIB report presented by Mr. Christopher Gregory at the December 19, 2017 Montague Board of Education meeting.

Motion: Emma Masset Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X		X	X	X		5
NO								
ABSTAIN			X				X	2
ABSENT								

**F-1-BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve the corrected extended school year 2017-2018 pupil tuition contract between Northern Hills Academy and Montague Board of Education (student #6347937694) in accordance with N.J.S.A. 18A:39-3 for \$15,750.64. Contract was originally voted on and approved on June 13, 2017 with an incorrect tuition cost.

Motion: Emma Masset Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								



**F-2-BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve the educational services contract for the 2017-2018 School year for student #2454617603 between Northern Hills Academy and Montague Board of Education in accordance with N.J.S.A. 18A:39-3. Annual tuition at \$47,915, paraprofessional at \$25,810.00, and additional therapy at \$1,910.00 for a total of \$75,644.00

Motion: Gayle Andriac Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

**F-3-BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve the educational services contract for the 2017-2018 School year for student #6421228763 between Windsor Learning Center and the Montague Township School in accordance with N.J.S.A. 18A:39-3 with prorated tuition at \$43,615.00 effective enrollment date of October 30, 2017.

Motion: Emma Masset Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

**F-4-BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve the educational services contract for the 2017-2018 School year for student #2454617903 between Northern Hills Academy and Montague Board of Education in accordance with N.J.S.A. 18A:39-3 for \$47,915.00.

Motion: Sally Kurtzman Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

**F-5-BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve the educational services contract for the 2017-2018 school year for student #6347937694 between Northern Hills Academy and Montague Board of Education in accordance with N.J.S.A. 18A:39-3. Annual tuition at \$54,338.00 and paraprofessional at \$25,810.00 for a total of \$80,148.00

Motion: Gayle Andriac Second: Linda Spinapolicce

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

### **XIII Administration**

#### **XIV Unfinished Business**

Mr. Capone communicated items listed under unfinished business are included on the agenda as talking points for the Board until the Board determines there should be any movement on the items listed.

Spring Sports listed on the agenda have been discussed at the previous meeting, but require Board action before coaches, schedules, or student participation numbers can be determined.

- Spring Sports
  - Net sports
  - Lacrosse
  - Track

Mrs. Andriac communicated she would like the sports to be put on the January 16, 2018 agenda for approval because spring will be here quickly.

Mr. Plotsky supported taking action on spring sports at the January 16, 2018 meeting so coaches can be hired and any additional items needed for each sport can be purchased. Establishing sports is important to our students.

Mr. Plotsky asked the Board members if they also would support putting Theater and Engineering Club on the next Board of Education agenda as action items. All Board members agreed all items listed under unfinished business should be action items at the January 16, 2018 Board of Education Meeting.

- Theater Club
- Engineering Club

#### **XV New Business**

Because of forecasted extreme cold weather, -20° including the wind chill factor, Mr. Capone recommended school be closed for all students, including high school students on Friday, January 5, 2018. This decision is based on student safety due to the potential health issues exposure to extreme weather conditions can cause. Mr. Capone verbalized even one student getting injured by the extreme cold is too many. There will be a plan to notify parents of this decision starting Wednesday, January 3, 2018, to ensure maximum notification is made to parents/guardians.

The entire Board of Education agreed with Mr. Capone's decision to close school due to the potential for students to be exposed to extremely cold weather conditions.

Mr. Plotsky communicated to the Board and audience attending that although the meeting calendar indicates two-meetings each month for 2018, unless needed, the Board intends to only have one meeting each month. January 2018, however, there will be two meetings.

#### **XVII Adjournment**

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

All in Favor

None Oppose

Motion Carried