

**Montague Township Board of Education Meeting  
Regular Action Meeting Minutes  
July 10, 2024**

1. **CALL TO ORDER at 6:30 p.m.**

2. **ROLL CALL**

|                                  | Present | Absent |
|----------------------------------|---------|--------|
| Andree Campbell, President       | x       |        |
| Michael Zernhelt, Vice President | x       |        |
| Christopher Bell                 |         | x      |
| Paul Brislin                     | x       |        |
| Lisa D'Amore                     | x       |        |
| Tasha DeGeorge                   | x       |        |
| Jaime Johnson                    | x       |        |

Others Present:

|                                    | <u>Present</u> | <u>Absent</u> |
|------------------------------------|----------------|---------------|
| James Andriac - CSA                | —X—            | —             |
| Michael Bussow, SBA/BS             | —X—            | —             |
| Joseph Garcia, Esq. – Board Atty.  | —X—            | —             |
| Dana Berry, Adm. Asst. to Bd. Sec. | —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. **ZOOM PRESENTATION - Josh Kincannon, Esq., of Wilentz, Goldman & Spitzer, P.A., gave a presentation regarding School District Litigation Against Social Media Companies**

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 6:47 p.m.

Motion Paul Brislin                      2<sup>nd</sup> Michael Zernhelt                      Voice Vote: All in Favor

Motion to close Executive Session at 7:34 p.m.

Motion Paul Brislin                      2<sup>nd</sup> Tasha DeGeorge                      Voice Vote: All in Favor

Motion to reopen Regular Meeting at 7:35 p.m.

Motion Tasha DeGeorge                      2<sup>nd</sup> Jaime Johnson                      Voice Vote: All in Favor

8. **CSA REPORT - James Andriac, Superintendent** - The SciP panel met today and we are looking at alternative ways for drop off and pick up. Mike D'Amore, our security guard, is going to try to talk to the Sheriff Dept. and State Police to see if they can have a larger presence in the morning. Our ESY program has been successful. We have about 50 kids attending. Congratulated the Montague Seniors for getting first place at the Senior Olympics.



**14. FINANCE AND INSURANCE**

**Andree Campbell asked for a motion to do a Consent Agenda for items F-1 through F-18**

**Moved: Tasha DeGeorge      Seconded: Michael Zernhelt**

**F-1 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the June 13, 2024 through June 30, 2024 - Bill's List listed below:

|             |                |
|-------------|----------------|
| Fund 10     | \$ 22,709.42   |
| Fund 11     | \$ 732,068.21  |
| Fund 12     | \$ 206,757.13  |
| Fund 20     | \$ 135,350.59  |
| Fund 60     | \$ 6,300.00    |
| Fund 61     | \$ (60.00)     |
| Fund 95     | \$ (346.50)    |
| Grand Total | \$1,102,778.85 |

**F-2 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the July 1, 2024 through July 10, 2024 - Bill's List listed below:

|             |             |
|-------------|-------------|
| Fund 10     | \$67,780.24 |
| Fund 12     | \$ 9,270.75 |
| Fund 20     | \$ 3,886.23 |
| Fund 60     | \$ 495.00   |
| Grand Total | \$81,432.22 |

**F-3 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Board Secretary's Report and the Treasurer of School Monies Report for the Month of **April 2024** pursuant to N.J.A.C. 6A:23A-16.10(C)3 and 4.

**F-4 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Board Secretary's Report and the Treasurer of School Monies Report for the Month of **May 2024** pursuant to N.J.A.C. 6A:23A-16.10(C)3 and 4.

**F-5 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the May 1, 2024 to May 31, 2024 transfer report (see attached).

**F-6 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education authorize the School Business Administrator/Board Secretary to pay supplementary bill lists and payroll which shall become due on or before June 30, 2024 including all year-end payables; to proceed with all necessary adjustments and transfers to close the books for the 2023-2024 fiscal year, as well as any and all entries and actions for the opening for the 2024-2025 fiscal year, including but not limited to the issuance and/or cancellation of purchase orders, transfers, compliance with the Public Contracts Law and other such actions as may be required by statute, code and Board Policy; and

**BE IT FURTHER RESOLVED**, that the Board authorize the SBA/Board Secretary to process and issue the payment of bills and claims between Board meetings during the month of July and August 2024; and

**BE IT FURTHER RESOLVED**, that all of these actions shall be presented to the Board at its next meeting for final approval.

**F-7 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education authorize the School Business Administrator/Board Secretary to cancel, if any, all outstanding, stale dated checks issued in fiscal year 2023–2024.

**F-8 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Tuition Contract Agreement between the Newton Board of Education and the Montague Board of Education for **Student ID#100378** for the 2024-2025 school year commencing July 8, 2024 until June 30, 2025 with an annual tuition charge of \$31,693.00, ESY tuition of \$3,169.00 and any related services to be billed separately.

**F-9 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Tuition Contract between Lakeland-Andover School and the Montague Board of Education for the following students for the 2024-2025 School Year commencing September 3, 2024:

| Student ID# | Tuition Amount |
|-------------|----------------|
| 100294      | \$61,200.00    |
| 100563      | \$61,200.00    |

**F-10 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Contract for Educational Services between the Sussex County Educational Services Commission and the Montague Township Board of Education for the following students to attend Northern Hills Academy for the 2024-2025 School Year commencing September 5, 2024:

| Student ID # | Tuition Amount | Paraprofessional | Add't Therapy | Total       |
|--------------|----------------|------------------|---------------|-------------|
| 100280       | \$55,025.00    | \$29,635.00      | \$2,160.00    | \$86,820.00 |
| 13958977     | \$55,025.00    | \$29,635.00      | N/A           | \$84,660.00 |
| 12753787     | \$55,025.00    | N/A              | N/A           | \$55,025.00 |
| 100390       | \$61,385.00    | \$29,635.00      | N/A           | \$91,020.00 |
| 13844119     | \$61,385.00    | \$29,635.00      | \$4,320.00    | \$95,340.00 |
| 139589900    | \$55,025.00    | N/A              | N/A           | \$55,025.00 |

**F-11 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the requisition for taxes for the Montague Township School for the 2024-25 school year.

| MONTH          | PAYMENT AMOUNT |
|----------------|----------------|
| July 2024      | \$580,566.34   |
| August 2024    | \$580,566.34   |
| September 2024 | \$580,566.34   |
| October 2024   | \$580,566.34   |
| November 2024  | \$580,566.34   |
| December 2024  | \$580,566.30   |
| January 2025   | \$580,566.17   |
| February 2025  | \$580,566.17   |
| March 2025     | \$580,566.17   |

| MONTH      | PAYMENT AMOUNT |
|------------|----------------|
| April 2025 | \$580,566.17   |
| May 2025   | \$580,566.17   |
| June 2025  | \$580,566.15   |

**F-12 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approves the SFA to SFA Vended Meals Contract between Montague Township Board of Education and High Point Regional Board of Education from July 1, 2024 until June 30, 2025 at the cost of \$2.40 for breakfast and \$4.00 for lunch at a total cost of \$230,400. (NJ State Approval ID YDQEOLHI)

**F-13 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the nutrition program for full price breakfast of \$3.00 and full price lunch of \$4.50 for the 2024-2025 school year.

**F-14 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the annual substitute rates for the 2024-2025 school year:

- Nurse \$200 per day
- Teacher \$115 per day
- Custodian \$20.00 per hour
- Security Guard \$25.00 per hour

**F-15 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Statement of Work for Agreement to Perform Consulting Services between the Montague Township School District and C.M. Learning Group, LLC, at a cost of \$106,400 commencing July 10, 2024 through June 30, 2025. The services provided are for professional development for our teachers and administrators.

**F-16 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Agreement for Consultant Services between the Montague Township School District and Jared Kahmar of Jared Kahmar Consulting and the Mastermind Educator Agency, at a cost of \$75,000 commencing July 10, 2024 through June 30, 2025. The services provided are for professional learning activities for the District Administrative Team and instructional and support staff.

**F-17 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the H.T. Lyons Work Authorization - Quote # RT-00724 dated July 8, 2024 in the amount of \$5,990.00 for HVAC maintenance.

**F-18 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve Jersey Central Power & Light's Agreement for Installation of Electric Distribution Facilities - Work Request#62577699 dated June 14, 2024 in the amount of \$20,243.57.

| Roll Call      | Bell | Brislin | Campbell | D'Amore | DeGeorge | Johnson | Zernhelt | Total |
|----------------|------|---------|----------|---------|----------|---------|----------|-------|
| <b>YES</b>     |      | x       | x        | x       | x        | x       | x        | 6     |
| <b>NO</b>      |      |         |          |         |          |         |          |       |
| <b>ABSTAIN</b> |      |         |          |         |          |         |          |       |
| <b>ABSENT</b>  | x    |         |          |         |          |         |          | 1     |

**15. PERSONNEL**

**Andree Campbell asked for a motion to do a Consent Agenda for items P-1 through P-17**

**Moved: Michael Zernhelt      Seconded: Paul Brislin**

**P-1 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve **MELANIE LINDER**, School Psychologist, at Step E/MA+30, pending criminal history and background check and receipt of NJ Certification effective August 28, 2024 through June 30, 2025 .

**P-2 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve **LAURA GLOSS**, Preschool Teacher, at Step F/BA, pending criminal history and background check, effective August 28, 2024 through June 30, 2025 .

**P-3 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education accept the resignation of **Staff ID#10870718** effective June 17, 2024.

**P-4 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education accept the resignation of **Staff ID#10870673** effective June 30, 2024.

**P-5 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education accept the resignation of **Staff ID#10870664** effective August 5, 2024.

**P-6 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve **CLANCEY LANE**, teacher to work five (5) days per diem for the summer of 2024 to be paid according to the negotiated MEA hourly rate.

**P-7 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve movement on the salary guide for the following staff members for the 2024-2025 school year with new salary and step:

| <b>Staff Member</b> | <b>Previous Step and Salary</b> | <b>New Step and Salary</b> |
|---------------------|---------------------------------|----------------------------|
| Katlyn Vallis       | BA/B - \$62,000                 | BA+15/C - \$65,000         |
| Allizon Worzel      | BA/H - \$74,000                 | BA+15/I - \$77,000         |

**P-8 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve **JESSICA BLAKE**, to work as a paraprofessional for the 2024 Summer Extended School Year/Learning Acceleration Program commencing June 24, 2024 to July 22, 2024 up to 4 hours a day for 16 days to be paid according to the negotiated MEA hourly rate.

**P-9 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the appointment of the following staff members to participate in the School Improvement Panel for the 2024-2025 school year. (The school improvement committee is mandated by the State of New Jersey (N.J.A.C 18A:6-120) and serves to ensure, oversee, and support the implementation of the district's evaluation, professional development, and mentoring policies at the school level.)

- James Andriac, Superintendent
- Jennifer Battika, K-2
- Jessica Coppolino, Middle School/Special Area
- Samantha Frost, Social Worker
- Lorie Jeskey, Middle School/Special Education
- Darah Pinzone, Guidance Counselor
- Brent Runne, Grades 3-4/MEA
- Jennifer Seminerio, Preschool
- Chandler Smith, K-2/Mentoring
- Emily Weiss, Grades 3-4

**P-10 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve five (5) days per diem during the summer of 2024 for each member listed below as part of the School Improvement Panel (SciP).

- Jennifer Battika, K-2
- Jessica Coppolino, Middle School/Special Area
- Samantha Frost, Social Worker
- Lorie Jeskey, Middle School/Special Education
- Darah Pinzone, Guidance Counselor
- Brent Runne, Grades 3-4/MEA
- Jennifer Seminerio, Preschool
- Chandler Smith, K-2/Mentoring
- Emily Weiss, Grades 3-4

**P-11 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education, appoint **ALICIA CITRO, VICE PRINCIPAL**, as the 504 Compliance Officer for the Montague Township School District for the period of July 1, 2024 through June 30, 2025.

**P-12 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education, appoint **JAMES ANDRIAC, SUPERINTENDENT**, as the Affirmative Action Officer for the Montague Township School District for the period of July 1, 2024 through June 30, 2025.

**P-13 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education, appoint **ALICIA CITRO, VICE PRINCIPAL**, as the Anti-Bullying Coordinator for the Montague Township School District for the period of July 1, 2024 through June 30, 2025.

**P-14 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education, appoint **MICHAEL D'AMORE**, as the School Safety Specialist for the Montague Township School District for the period of July 1, 2024 through June 30, 2025.

**P-15 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education, appoint **SAMANTHA FROST, Social Worker**, as the Truancy Officer for the Montague Township School District for the period of July 1, 2024 through June 30, 2025.

**P-16 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education, recognizes **TROOPER SHAWN COERTS**, as the School Resource Officer for the Montague Township School District for the period of July 1, 2024 through June 30, 2025.

**P-17 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education to extend Staff ID# 10870598's maternity leave from August 28, 2024 with the intent to return on November 25, 2024. This leave is covered under FMLA and NJFLA.

| Roll Call      | Bell | Brislin | Campbell | D'Amore               | DeGeorge | Johnson | Zernhelt | Total                 |
|----------------|------|---------|----------|-----------------------|----------|---------|----------|-----------------------|
| <b>YES</b>     |      | x       | x        | X for all accept P-14 | x        | x       | x        | 6 for all accept P-14 |
| <b>NO</b>      |      |         |          |                       |          |         |          |                       |
| <b>ABSTAIN</b> |      |         |          | X for P-14 only       |          |         |          | 1 for P-14 only       |
| <b>ABSENT</b>  | x    |         |          |                       |          |         |          | 1                     |





**20. ADJOURNMENT**

Motion Paul Brislin 2nd Michael Zernhelt  
Time of Adjournment:8:00 p.m.

Voice Vote: All in Favor

Respectfully submitted,

*Dana Berry*

DANA BERRY, Assistant to the Board Secretary

Next board meeting: August 14, 2024 @ 6:30 p.m.