

**Montague Township Board of Education Meeting
Workshop Action Meeting Minutes
June 12, 2024**

1. **CALL TO ORDER at 6:29 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 (6:30 p.m.)	
Tasha DeGeorge	x	
Jaime Johnson	x	

Others Present:

	<u>Present</u>	<u>Absent</u>
James Andriac - Acting Superintendent	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. **PRESENTATION - Three FFA Agriscience students presented their winning displays**

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 6:37 p.m.

Motion Christopher Bell 2nd Paul Brislin Voice Vote: All in Favor

Motion to close Executive Session at 7:26 p.m.

Motion Christopher Bell 2nd Michael Zernhelt Voice Vote: All in Favor

Motion to reopen Regular Meeting at 7:26 p.m.

Motion Paul Brislin 2nd Michael Zernhelt Voice Vote: All in Favor

F-6 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education renew **Realtime Information Technology** for the term date of July 1, 2024 to June 30, 2025 at a cost of \$17,229.38.

F-7 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following costs regarding **Educational Data Services, Inc., (Ed-Data)** for the 2024-2025 school year.

- A. \$1,325.00 - Supply Procurement System License and Maintenance Fee
- B. \$1,575.00 - Time & Materials Bid - Access to co-op time and material skilled trades and services bids from 7/1/24 to 3/31/25

F-8 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the agreement with the **Sussex County Educational Services Commission** for ancillary services as needed for the 2024-2025 school year.

F-9 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Medical Service Contract between **Denise L. Autotte, M.D.**, and the Montague Township Board of Education beginning July 1, 2024 through June 30, 2025 at a cost of \$2,500.00.

F-10 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Agreement to Provide Professional Services between **J&B Therapy, LLC** and Montague Elementary School and their rates outlined in the agreement for the period of July 1, 2024 through June 30, 2025.

F-11 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Contract for Services between **Best Choice Home Care, LLC** and Montague Township School District for the period of July 1, 2024 through June 30, 2025.

F-12 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Agreement for Legal Services - Special Counsel between the Montague Board of Education and the law firm of **Comegno Law Group, P.C.**, effective July 1, 2023 through June 30, 2024 at the hourly rates as follows: \$225 - Partners and shareholder; \$195 - Associates; \$100 - Paralegals.

F-13 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Agreement for Legal Services between the Montague Board of Education and Matthew J. Giacobbe, Esq., of **Cleary, Giacobbe, Alfieri, Jacobs, LLC**, effective July 1, 2024 through June 30, 2025 at an hourly rate of \$170.00 per hour for all attorneys and \$90.00 per hour for all law clerks and paralegals.

APPROVE & ACCEPT AS AMENDED

F-14 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the ~~submission~~ **award** of the SFA to SFA Vended Meals Contract with the High Point Regional High School BOE for the 2024-25 school **year at the cost of \$2.40 for breakfast and \$4.00 for lunch at a total cost of \$230,400.**

F-15 BE IT RESOLVED, at the recommendation of the Acting Superintendent, the Montague Township Board of Education approve the Contract for Educational Services - ESY 2024 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 Extended School Year Program commencing July 1, 2024:

Student ID #	Tuition Amount	Paraprofessional	Add't Therapy	Total
100280	\$10,735.00	\$5,845.00	\$436.00 (1x)	\$17,016.00
13958977	\$10,735.00	\$5,845.00	\$872.00	\$17,452.00
12753787	\$10,735.00	N/A	N/A	\$10,735.00
100390	\$12,250.00	\$5,845.00	N/A	\$18,095.00
13844119	\$12,250.00	\$5,845.00	\$872.00 (2x)	\$18,967.00

F-16 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education authorize payroll deductions for tax sheltered annuities and other depositories authorized by the staff with Equitable, Prudential and Security Benefit for the 2024-2025 school year.

F-17 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the one year renewal contract with Delta Dental for our district's employee dental coverage at the following rates:

One Party: \$ 51.52
 Two Party: \$ 99.59
 Three Party: \$168.67

F-18 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following resolution for the transfer of current year surplus to **capital reserve**:

WHEREAS, N.J.S.A 18A:21-2, N.J.S.A 18A:7G-31, and N.J.S.A 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year-end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a Board of Education to transfer, unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Montague Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account in an amount not to exceed **\$700,000.00**.

NOW THEREFORE BE IT RESOLVED by the Montague Board of Education that it hereby authorizes the district's School Business Administrator to make these transfers consistent with all applicable laws and regulations.

F-19 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following resolution for the transfer of **Federal Impact Aid** reserve:

WHEREAS, N.J.S.A 18A:21-2, N.J.S.A 18A:7G-31, and N.J.S.A 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year-end, and

WHEREAS, the aforementioned statutes authorize procedure, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Montague Township Board of Education wishes to deposit anticipated current year surplus into the Federal Impact Aid Reserve account at year end, and

WHEREAS, the Montague Township Board of Education has determined that an amount not to exceed **\$183,999.00** or the annual Impact Aid Grant award is available for such purpose of transfer; any transfer to the reserve account shall not exceed the total amount of Federal Impact Aid received in the fiscal year,

WHEREAS, the Montague Township Board of Education, at its discretion, may use the funds in the reserve account to finance the district's general fund or finance school facilities projects, in a manner consistent with federal law and the total amount of funds on deposit in the reserve account shall not be limited.

NOW THEREFORE BE IT RESOLVED, the Montague Township Board of Education does hereby authorize the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

F-20 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education approve McCloskey Mechanical Contractors, Inc., for the HVAC Repair/Replacement to the gymnasium, cafeteria and administrative offices in the amount of \$287,033.00 (Quote ##W05032024-D1).

Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

11. PERSONNEL

Motion made by Andree Campbell to do a Consent Agenda for items P-1 through P-17

Motion: Christopher Bell 2nd: Michael Zernhelt

P-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education approve the employment contract for **MICHAEL BUSSOW, School Business Administrator/Board Secretary**, from July 1, 2024 through June 30, 2025 with an annual salary of \$103,000.00. The employment contract was approved by the Executive County Superintendent on May 21, 2024.

P-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **KAYTE SNYDER, STEM Teacher**, at Step J/BA+15, pending criminal history and background check, effective August 28, 2024 through June 30, 2025 .

P-3 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **JAMES CICALEASE**, as Transportation Supervisor with an annual salary of \$60,000.00, pending background check, if needed, effective July 1, 2024 through June 30, 2025 .

P-4 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education accept with regret the resignation of **Priscilla Ortiz, Vice Principal**, effective June 30, 2024.

P-5 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education accept with regret the resignation of **Kathleen Lynch, Psychologist**, effective June 30, 2024.

P-6 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education approve **ALICIA CITRO, as Vice Principal/Director of Early Childhood Education**, with an annual salary of \$97,000.00, pending criminal history and background check, effective July 1, 2024 through June 30, 2025.

P-7 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following staff members 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.

TEACHERS

Ashley Bongiorno
Kelsey Hashagen
Sheridan Kapuscinski
Korinn Loriz
Elizabeth Palazzo
Brent Runne
Jennifer Seminerio
Chandler Smith
Rachel VanGorden
Emily Weiss
Alexandria Zeim

PARAPROFESSIONALS

Andrea Bailey
Heather Braunius
Martha Salinas
Kaisha Schenk
Margaret Szala
Carolina Young
Jacqueline Zinzi

P-8 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following staff members to work twenty (20) days each per diem for the summer of 2024 to be paid according to the negotiated MEA hourly rate:

- Kelly Boyle, Guidance Counselor
- Jessica Coppolino, Library-Media Specialist
- Samantha Frost, Social Worker
- Lorie Jeskey, Teacher
- Darah Pinzone, Guidance Counselor

P-9 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **MICHAEL D'AMORE**, as Security Guard and School Safety Specialist for the 2024 Summer Extended School Year/Learning Acceleration Program at an hourly rate of \$25.00 commencing June 24, 2024 through July 22, 2024 up to 4 hours a day for 16 days.

P-10 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **ALLISON WORZEL**, as School Nurse 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-11 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following staff members for the 2024 Summer Extended School Year/Learning Acceleration Program commencing June 24, 2024 to August 8, 2024 to be paid according to the negotiated MEA hourly rate:

BUS DRIVERS

Lyndsey Brigham
Kathleen Donovan
Tara Fansler
Shelly Martin

BUS AIDES

Andrea Bailey
Heather Braunius
Martha Salinas
Margaret Szala (as needed)
Carolina Young (as needed)
Jacqueline Zinzi (as needed)

P-12 BE IT RESOLVED, at the recommendation of the Acting Superintendent, the Montague Township Board of Education approve **BRODY BERRY**, as part-time summer custodian, \$20.00 per hour, with a start date of on or about July 1, 2024 until on or about August 29, 2024, pending receipt of approval of working papers.

P-13 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **SHELLY MARTIN** as a full time bus driver (salary Step P), pending background check and review of Driver History Abstract, if needed, for the 2024-2025 school, effective August 28, 2024 through June 30, 2025.

P-14 BE IT RESOLVED, at the recommendation of the Acting Superintendent, the Montague Township Board of Education approve the following staff members as Lead Teachers for the 2024-2025 school year with each grade band receiving a \$2,500 stipend with the exception of 3rd-5th who will split the \$2,500 equally:

- K-2nd: Chandler Smith**
- 3rd-5th: Brent Runne and Emily Weiss**
- 6th-8th: Jessica Coppolino**
- Special Education: Lori Jersky**

P-15 BE IT RESOLVED, at the recommendation of the Acting Superintendent, the Montague Township Board of Education approve **WILLIAM GRENNILLE**, as our District's certified Water Operator for the 2024-2025 school year.

P-16 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following tuition reimbursements:

- A. **Staff ID#10870670** in the amount of \$4,932.90
- B. **Staff ID#10870698** in the amount of \$2,155.95

P-17 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the request for family leave for **Staff ID#10870663** from June 3, 2024 through June 17, 2024.

Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES	x	x	x	X for all except P-9	x	x	x	7 for all except for P-9
NO								
ABSTAIN				X for P-9 only				1 for P-9 only
ABSENT								

12. ADMINISTRATION

A-1. BE IT RESOLVED, at the recommendation of the Acting Superintendent, the Montague Township Board of Education approve the New Jersey Principal Evaluation for Professional Learning Process (NJPEPL) rubric for administrator evaluations.

Moved: Tasha DeGeorge

Seconded: Christopher Bell

Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

13. BUILDING & GROUNDS

**Motion made by Andree Campbell to do Consent Agenda for items BG-1 through BG-2
Motion Christopher Bell 2nd Paul Brislin**

BG-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education adopt the IPM plan for the 2024-2025 school year. (A copy of the report is available to review in the Board office).

BG-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve Viking Pest Control's Commercial proposal dated May 23, 2024 for services for the 2024-2025 school.

Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

14. TRANSPORTATION

**Motion made by Andree Campbell to do Consent Agenda for items T-1 through T-2
Motion Christopher Bell 2nd Jaime Johnson**

T-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the return bus fee of \$75.00 for the 2024-2025 school year for any student returned to the school if no one is at the bus stop.

T-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Montague Township School Bus Emergency Evacuation Drill Report of May 29, 2024.

Time	Location of Drill	Route # s included in drill	Name of School Principal/Person(s) Overseeing Drill	Other Info.
9:00 a.m.	Front of Building	Bus 1, Bus 2, Bus 3, Bus 4, Bus 5, M-1 (little bus)	James Andriac, Principal Michael D'Amore, Sec. Danielle Conklin	Drill was a split door evacuation drill Sussex County Sheriff's Officer was also present

Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

Let the record show that Michael Zernhelt left the meeting at 7: 32 p.m.

15. CSA REPORT - James Andriac, CSA - Announced May's students of the month. Reported on the Art Show and Agricultural night. Thanked Ms. Neamand for the Art Show and Ms. VanGorden for the Agricultural Night. We had the Spring Concert and Talent show. Thanked Ms. Taylor and the talent show committee. Field Day was a huge success. Thanked Miss Jacobs and Mr. Tanner and Mr. Zernhelt for helping out with the field day tshirts. We had the track banquet last week. Thanked both coaches for a wonderful season. Thanked the Board members for showing up to the events. Reminded parents that the next 3 days are 1:05 p.m. dismissal. Eighth grade graduation is tomorrow. We purchased a stage for events. Summer school starts on June 24, 2024 from 8AM to 12PM. Bussing will be provided. We raised 2,000lbs of plastic for the two free benches. Mr. Brislin asked about the secret reader. Mr. Andriac said that is in Prek but looking maybe to extend it to Kindergarten through 3rd grade.

16. **SBA REPORT - Michael Bussow, SBA** - Gave a brief update on facility projects. Regarding the parking lot, the curbing was put in today and then paving will be completed at the end of June. The HVAC installation for the cafeteria and gymnasium will be starting in June. We have some asbestos flooring that will be replaced over the summer. Strauss Esmay is rewriting several of the policies that we will have to the board at the next meeting. The free and reduced lunch threshold has been expanded.

17. **BOARD PRESIDENT'S REPORT - Andree Campbell** - Highlighted the track banquet and track team. Montague track team shined in the Sussex County Championship and the disc relays. The Art show was phenomenal. The agricultural night was fabulous. The PTA Tricky Tray was a monumental effort. The preschool graduation was wonderful. Putting the liaison reports on hold for now.

18. **LIAISON REPORTS - Board agreed to stop liaison reports going forward. Any news to report will be done in Unfinished Business**

- Tasha DeGeorge - Montague Day is June 29, 2024

19. **PUBLIC SESSION**

Public comment is invited on all matters pertaining to the school district. All participants shall be permitted four (4) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate.

The board uses the public comment as an opportunity to listen to Citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening.

Motion to open Public Comment at 7:44 p.m.

Motion Paul Brislin 2nd Christopher Bell Voice Vote: All in Favor

Motion to close Public Comment at 7:44 p.m.

Motion Tasha DeGeorge 2nd Jaime Johnson Voice Vote: All in Favor

20. **EXECUTIVE SESSION, IF NECESSARY:**

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 7:45 p.m.

Motion Paul Brislin 2nd Tasha DeGeorge Voice Vote: All in Favor

Motion to close Executive Session at 8:05 p.m.

Motion Jaime Johnson 2nd Christopher Bell Voice Vote: All in Favor

Motion to reopen Regular Meeting at 8:05 p.m.

Motion Christopher Bell 2nd Tasha DeGeorge Voice Vote: All in Favor

Mr. Andriac let the public know that after the Executive Session there is going to a brief presentation on the Superintendent evaluation training for the board. Nothing exciting is going to be happening after that so if the public wants to log off they can.

21. **At 8:05 p.m. Kelly Mitchell, NJSBA Field Representative presented the NJSBA Superintendent Evaluation Training to the board.**

22. ADJOURNMENT

Motion: Jaime Johnson 2nd Paul Brislin
Time of Adjournment: 8:28 p.m.

Voice Vote: All in Favor

Respectfully submitted,

Dana Berry

DANA BERRY
Administrative Assistant to the Board Secretary