

**Montague Township Board of Education Meeting
 Meeting Agenda
 January 7, 2020
 6:00 pm**

I. The Secretary shall call the meeting to order.

II. Flag Salute

III. Mission Statement

The mission of the Montague School District is to provide the best educational experience and opportunities resources allow, in order to realize the potential of every child.

IV. The Secretary shall announce the notice of the meeting

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. The Secretary shall announce the official results of the annual school election:

Montague Township Board of Education Members
Vote for Three (3)
Three Year Terms

Candidates	Total Votes	Percentage Votes
Paul Brislin	606	28%
Danielle Christmann	519	24%
Dale Bouma, Jr.	497	22%
Sally Kurtzman	284	13%
Linda Spinapolic	277	13%

VI. The Secretary shall administer the oath of office to the newly-elected Board members:

- Paul Brislin
- Danielle Christmann
- Dale J. Bouma, Jr.

VII. The Secretary shall conduct a Roll Call

	Present	Absent
Dale J. Bouma, Jr		

Paul Brislin		
Jennifer Caramucci		
Danielle Christmann		
Glen Plotsky		
Charles Teufert		
Billy Underwood		

Others Present:
Timothy Capone - Chief School Administrator
Maria Costa – Board Secretary

VIII. The Secretary will entertain nominations for President. Nominations follow.

IX. The Secretary shall conduct a roll call vote for the position of President.

Moved: **Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

X. The elected Board President assumes the chair.

XI. The Board President will entertain nominations for First Vice-President. Nominations follow.

XII. The Secretary shall conduct a roll call vote for the position of First Vice-President.

Moved: **Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-1 BE IT RESOLVED, that the Montague Township Board of Education appoints Maria Costa, Board Secretary whose term of office shall coincide with the life of the Board.

Moved: **Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								

ABSTAIN								
ABSENT								

A-2 BE IT RESOLVED, that the Montague Township Board of Education appoints Erkan Gumustekin, School Business Administrator whose term of office shall coincide with the life of the Board.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-3 BE IT RESOLVED, that the Montague Township Board of Education appoints School Business Administrator, Erkan Gumustekin, to be designated as the Investment Officer of Records whose term of office shall coincide with the life of the Board.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-4 BE IT RESOLVED, that the Montague Township Board of Education appoints as alternate Board Secretary, in the absence of the Board Secretary, for emergency purposes, whose terms of office shall coincide with the life of the Board.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-5 BE IT RESOLVED, that the Montague Township Board of Education appoints Erkan Gumustekin to be designated as the district's Right to Know Officer, whose term of office shall coincide with the life of the Board.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								

NO								
ABSTAIN								
ABSENT								

A-6 BE IT RESOLVED, that the Montague Township Board of Education appoints Erkan Gumustekin to be designated as the district’s Purchasing Agent, whose term of office shall coincide with the life of the Board.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-7 BE IT RESOLVED, that the Montague Township Board of Education appoints Erkan Gumustekin to be designated as the district’s Integrated Pest Management Coordinator, whose term of office shall coincide with the life of the Board.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-8 BE IT RESOLVED, that the Montague Township Board of Education appoints Maria Costa to be designated as the district’s Custodian of Records (as required under the Open Public Records Act), whose term of office shall coincide with the life of the Board.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-9 BE IT RESOLVED, that the Montague Township Board of Education appoints Rene E. Metzgar as the Treasurer of School Monies, whose term of office shall coincide with the life of the Board.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								

NO								
ABSTAIN								
ABSENT								

A-10 BE IT RESOLVED, that the Montague Township Board of Education appoints Timothy C. Capone as the district’s ADA officer.

Moved: **Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-11 BE IT RESOLVED, that the Montague Township Board of Education appoints Timothy C. Capone as the district’s Affirmative Action Officer.

Moved: **Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-12 BE IT RESOLVED, that the Montague Township Board of Education appoints Danielle LaStarza as the district’s Homeless Liaison.

Moved: **Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-13 BE IT RESOLVED, that the Montague Township Board of Education appoints Danielle LaStarza as the district’s 504 officer.

Moved: **Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								

ABSTAIN								
ABSENT								

A-14 BE IT RESOLVED, that the Montague Township Board of Education appoints Danielle LaStarza as the district's Truancy Officer.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-15 BE IT RESOLVED, that the Montague Township Board of Education appoints Danielle LaStarza as the district's Residency Officer.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-16 BE IT RESOLVED, that the Montague Township Board of Education appoints [redacted] Delegate and [redacted] Alternate to the New Jersey School Boards Association whose terms shall coincide with the life of the Board.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-17 **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, School Business Administrator, 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 School Business Administrator, Chief School Administrator shall be required on 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.

BANK DEPOSITORIES

ACCOUNT	SIGNATORIES	BANK
General Fund	_____, Board President Erkan Gumustekin, Bus. Adm. Rene E. Metzgar, Treasurer of School Monies	SB One Bank
Capital Reserve Acct.	_____, Board President Erkan Gumustekin, Bus. Adm. Rene E. Metzgar, Treasurer of School Monies	SB One Bank
Trust & Payroll Agency	Rene E. Metzgar, Treasurer of School Monies Erkan Gumustekin, Bus. Adm.	SB One Bank
Payroll Account	Rene E. Metzgar, Treasurer of School Monies Erkan Gumustekin, Bus. Adm.	SB One Bank
Unemployment	Erkan Gumustekin, Bus. Adm.	SB One Bank
Summer Savings	Rene E. Metzgar, Treasurer of School Monies Erkan Gumustekin, Bus. Adm.	SB One Bank
Student Council	Rene E. Metzgar, Treasurer of School Monies Erkan Gumustekin, Bus. Adm.	SB One Bank
School Lunch Program	Rene E. Metzgar, Treasurer of School Monies Erkan Gumustekin, Bus. Adm.	SB One Bank
Flexible Spending	Rene E. Metzgar, Treasurer of School Monies Erkan Gumustekin, Bus. Adm.	SB One Bank

Dureler Fund Rene E. Metzgar, Treasurer of School Monies SB One Bank
Erkan Gumustekin, Bus. Adm.

N.J. Cash Management Rene E. Metzgar, Treasurer of School Monies SB One Bank
Erkan Gumustekin, Bus. Adm.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-18 BE IT RESOLVED, that the Montague Township Board of Education appoints President _____(or in their absence, Vice-President) together with Timothy C. Capone, Superintendent and Erkan Gumustekin, School Business Administrator, to be authorized to sign the payroll summary sheets prepared semi-monthly.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-19 BE IT RESOLVED, that the Montague Township Board of Education names the Star-Ledger be designated as the official newspaper and, Pike County Dispatch will be designated as the official alternate newspaper.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-20 That the Board of Education approves the following dates for public meetings:

Designation of Meetings (18A:10-6)

WHEREAS, the Open Public Meetings Act requires the Board of Education to provide notice of regularly scheduled meetings within seven days following the Annual Organization Meeting of the Board and,

WHEREAS, the Board of Education of the Township of Montague establish the following notice of regularly scheduled meetings be adopted and held in the Montague Township School cafeteria.

Notice of Public Meetings for Montague Board of Education
475 Route 206
Montague, NJ 07827
6:00 pm

		January 27, 2019
February 10, 2019		February 24, 2019
March 9, 2019	March 16, 2019 Adoption & Filing of Budget (Tentative)	March 23, 2019
April 13, 2019		April 27, 2019 Public Budget Hearing (Tentative)
May 11, 2019		May 25, 2019
June 8, 2019		June 22, 2019
		July 27, 2019
		August 24, 2019
September 14, 2019		September 28, 2019
October 12, 2019		October 26, 2019
November 9, 2019		November 23, 2019
December 14, 2019		December 28, 2019

January 4, 2021 – Organization Meeting
--

BE IT FURTHER RESOLVED, the aforesaid notice of regularly scheduled meetings be posted in the Montague Township School on the community bulletin board located outside the front office at 475 US Route 206, Montague, NJ 07827 and,

BE IT FURTHER RESOLVED, the aforesaid notice of regularly scheduled meetings be filed at with the Montague Township Clerk and,

BE IT FURTHER 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.

Moved: **Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-21 That all existing bylaws, policies and regulations, curriculums, textbooks, contracts and agreements as established by act and practice of previous Boards of Education are to remain in force and effect until such time as the present Board necessitates change by way of resolution.

Moved: **Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-22 That the Board authorize the Business Administrator to advertise for bids, when legally necessary, for supplies, equipment and/or services for the 2020/2021 school year, and to authorize entering into agreements through the New Jersey Cooperative Purchasing Program, Morris County Educational Services Commission, Sussex County Educational Services Commission, and/or Educational Data Services, when in the best interest of the Montague Public School.

Moved: **Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-23 That the Board approve participation in coordinated transportation with the Sussex County Educational Services Commission for the 2020/2021 school year.

Moved: **Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

XIII. 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 ____pm
Motion _____ 2nd _____ All in Favor/Opposed

Motion to close Executive Session at ____pm
Motion _____ 2nd _____ All in Favor/Opposed

Motion to reopen Regular Meeting at ____pm
Motion _____ 2nd _____ All in Favor/Opposed

XIV. CSA Report

XV. SBA Report

XVI. Correspondence

XVII. Approval of Minutes

BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the minutes of December 17, 2019.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

XVIII. Public Session

Public comment is invited on all matters pertaining to the school district. All participants shall be permitted three (3) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate.

Board meetings are a meeting of the Board conducted in public, NOT a meeting of the public conducted in the presence of the Board.

The Board uses the public comment period 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; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

Please let the record reflect that the BOE does not endorse your comments nor will the BOE be held liable for comments you make about a staff member, or other person, which the staff member, or other person, may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

Motion to open public comment at ____ pm
Motion _____ 2nd _____ All in Favor/Opposed

Motion to close public comment at ____ pm
Motion _____ 2nd _____ All in Favor/Opposed

XIX. Action Items

F-1 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the new check numbers from the December 17, 2019 Bill List due to printer malfunction. Please see the attached checklist.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-2 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve December 18, 2019 thru January 7, 2020 - Bill List attached and listed below:

	Check Numbers	Amount
Regular Bill List	A:N1215-N1220-N1221-N1222	
	A:25332-A:25347	\$ 204,794.12
Lunch Program	F: N1717	\$4,509.50

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-3 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the attached list of line item transfers effective November 2019 .

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-4 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Board Secretary’s Report (A-148) for the month of November 2019.

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-5 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Treasurer of School Monies Report (A-149) for the month of November 2019 .

Moved:

Seconded:

Roll Call	Bouma	Brislin	Caramucci	Christmann	Plotsky	Teufert	Underwood	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-6 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve entering into a renewed 36-month agreement with CenturyLink (Q-00909285) (attached) for internet and phone to replace the current contract that is set to expire on February 22nd, 2020. This agreement will save the district approximately \$57,060 over the next 3 years.

Below notes the specifications and terms of the agreement.

New Agreement:

Monthly Recurring Charges: \$1,115.98 x 12 = 13,380 Per Year

Fiber Internet speed: 1 Gigabit (1,000 mbps 10 times are current internet speed)

Phone service: IQ SIP Trunk 5,000 minutes included

Phone service 4 POTs lines for Fire alarm, building alarm, fax and phone system backup

Current Agreement:

Monthly Recurring Charges: \$2700.00 x 12 = \$32,400 Per Year
Fiber Internet speed:100 mbps
Phone Service: 12 POTs lines (No minutes included. Usage charges apply.)

XX. **Unfinished Business**

XXI. **New Business**

XXII. **Executive Session if necessary:**

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 ____pm
Motion _____ 2nd _____ All in Favor/Opposed

Motion to close Executive Session at ____pm
Motion _____ 2nd _____ All in Favor/Opposed

Motion to reopen Regular Meeting at ____pm
Motion _____ 2nd _____ All in Favor/Opposed

XXIII. **Adjournment**

Motion _____ 2nd _____ All in Favor/Oppose
Time of Adjournment: _____