

**Montague Township Board of Education Meeting  
Regular Meeting Agenda  
June 8, 2020  
6:00 pm**

**I. Call to Order**

**II. Roll Call**

	<b>Present</b>	<b>Absent</b>
Dale Bouma		
Paul Brislin		
Jennifer Caramucci		
Danielle Christmann		
Billy Underwood		
Charles Teufert, Vice President		
Glen Plotsky, President		

Others Present:

Timothy Capone - Chief School Administrator  
Maria Costa – Board Secretary

**III. Flag Salute**

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

**V. 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.**

**VI. Announcement of Executive Session**

**VII. 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 \_\_\_\_pm  
Motion \_\_\_\_ 2<sup>nd</sup> \_\_\_\_ All in Favor/Opposed

Motion to close Executive Session at \_\_\_\_pm  
Motion \_\_\_\_ 2<sup>nd</sup> \_\_\_\_ All in Favor/Opposed

Motion to reopen Regular Meeting at \_\_\_\_pm

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ All in Favor/Opposed

**VIII. CSA Report**

**IX. SBA Report**

**X. Correspondence**

**XI. Approval of Minutes**

**BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the minutes of the May 13, 2020 board meeting.

**Moved:**

**Seconded:**

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

**XII. Public Session – Agenda Items**

**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.**

**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 \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ All in Favor/Opposed

**Motion to close public comment at \_\_\_\_ pm**

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ All in Favor/Opposed

**XIII. Action Items**

**A-1 BE IT RESOLVED**, that the Montague Township Board of Education approve a 2<sup>nd</sup> reading of School Policy 9322 (Public and Executive Sessions, Virtual). (see attached)

**Moved:**

**Seconded:**

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

**A-2 BE IT RESOLVED**, that the Montague Township Board of Education approve all Job Descriptions for Montague Township School District. (see attached)

**Moved:**

**Seconded:**

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

**A-3 BE IT RESOLVED**, that the Montague Township Board of Education re-adopt and approve any action taken during the Emergency Meeting of the Board on Wednesday, May 13, 2020.

**Moved:**

**Seconded:**

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

**XIV. Financial Items**

**F-1 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve May 12, 2020 thru June 8, 2020 - Bill List attached and listed below:

	Check Numbers	Amount
Regular Bill List	#A:N0515, N0529, N0601, A:25593-A:25627	\$682,678.87
Lunch Program	F: N1723	\$3,610.65

**F-2 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 April 2020. (Attachment)

**Moved:**

**Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Underwood	Teufert	Plotsky	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 Treasurer of School Monies Report (A-149) for the month of April 2020. (Attachment)

**Moved:**

**Seconded:**

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

**F-4 BE IT RESOLVED**, that pursuant to N.J.A.C. 6A:23A-2.11(c) 3, the Montague Township Board of Education certify that as of April 30,2020, after review of the Secretary’s monthly financial reports for April 30, 2020 (appropriations section), and upon consultation with the appropriate district officials, Montague BOE is in compliance with N.J.A.C 6A:23-2.11 (c) 4 and shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16:10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

**Moved:**

**Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Underwood	Teufert	Plotsky	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 attached list of line item transfers effective April 30, 2020. (Attachment)

**Moved:**

**Seconded:**

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

**F-6 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve adopting the Temporary Optional 403B Retirement Plan Changes in the CARES Act checklist for those affected by the Coronavirus and who qualify under the CARES Act. (Attachment)

**Moved:**

**Seconded:**

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

**F-7 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the following individuals or firms in their respective positions for the 2020-2021 school year: (Attachment)

District Architect	Parette Somjen Architects
Board Attorney	Comegno Law Group
Board Attorney (Special Project)	Porzio
Board Auditor	Nisivoccia

Accounting/Personnel Software Provider	CDK Systems
Payroll Computer Service Provider	R&L DataCenters, Inc.
Risk Management Consultant	Treadstone Risk Management LLC
Dental Insurance Broker	Treadstone Risk Management LLC
Student Information/Food Service Data Service	Realtime Information Technology
E-rate Consultatant	e2e Exchange, LLC,
Purchasing and The Righth to Know Service	Educational Data Services Inc
Water Operator	Bill Grennille
Group Disability Insurance Broker	Prudential
Cleaning company	Jan-pro of Northern NJ
Voluntary Tax Shelter Annuity Provider(403b)	Axa Equitable

**Moved:**

**Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Underwood	Teufert	Plotsky	Total
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**F-8 BE IT RESOLVED,** at the recommendation of the Superintendent, that the Montague Township Board of Education approve 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 Hunterdon County Educational Services Commission when in the best interest of the Montague Township Public School.

**Moved:**

**Seconded:**

Roll Call	Bouma	Brislin	Caramucci	Christmann	Underwood	Teufert	Plotsky	Total
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**F-9 BE IT RESOLVED,** at the recommendation of the Superintendent, that the Montague Township Board of Education approve the following resolution:

WHEREAS, N.J.S.A. 18A:21-2 and N.J.A.C. 6A:23A-14.3 (a) 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 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 a Capital Reserve account at year end, and

WHEREAS, the Montague Township Board of Education has determined that up to \$1,300,000 may be available for such purpose of transfer;

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

**Moved:**

**Seconded:**

<b>Roll Call</b>	<b>Bouma</b>	<b>Brislin</b>	<b>Caramucci</b>	<b>Christmann</b>	<b>Underwood</b>	<b>Teufert</b>	<b>Plotsky</b>	<b>Total</b>
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**F-10 BE IT RESOLVED**, at the recommendation of the Superintendent that the Montague Township Board of Education approve the following resolution:

WHEREAS, N.J.A.C. 6A:23A-14.3 (b) 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 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 a Maintenance Reserve account at year end, and

WHEREAS, the Montague Township Board of Education has determined that up to \$400,000 may be available for such purpose of transfer;

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

**Moved:**

**Seconded:**

<b>Roll Call</b>	<b>Bouma</b>	<b>Brislin</b>	<b>Caramucci</b>	<b>Christmann</b>	<b>Underwood</b>	<b>Teufert</b>	<b>Plotsky</b>	<b>Total</b>
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**F-11 BE IT RESOLVED,** at the recommendation of the Superintendent that the Montague Township Board of Education approve the following resolution:

WHEREAS, N.J.A.C. 6A:23A-14.4 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 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 a Tuition Reserve account at year end, and

WHEREAS, the Montague Township Board of Education has determined that up to \$300,000 may be available for such purpose of transfer;

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

**Moved:**

**Seconded:**

<b>Roll Call</b>	<b>Bouma</b>	<b>Brislin</b>	<b>Caramucci</b>	<b>Christmann</b>	<b>Underwood</b>	<b>Teufert</b>	<b>Plotsky</b>	<b>Total</b>
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**F-12 BE IT RESOLVED,** at the recommendation of the Superintendent that the Montague Township Board of Education approve the following resolution:

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b) has increased the bid threshold amount for



school districts which do not have a Qualified Purchasing Agent , from \$29,000 to \$32,000, effective July 1, 2020;

WHEREAS, the Montague Township Board of Education would like to take advantage of the maximum statutory bid threshold amount of \$32,000 for school districts who do not have a qualified purchasing agent;

NOW, THEREFORE BE IT RESOLVED that the Montague Township Board of Education, establishes and sets the bid threshold amount of \$32,000 for the Board of Education, and further authorizes Erkan Gumustekin award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount.

**Moved:**

**Seconded:**

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

**F-13 BE IT RESOLVED,** at the recommendation of the Superintendent that the Montague Township Board of Education approve to appoint Erkan Gumustekin, Business Administrator for the Montague Township Board of Education 2020-2021 school year, as Public Agency Compliance Officer for purchasing and liaison official with the authority to recommend the appropriate corrections to the district’s contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office

**Moved:**

**Seconded:**

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

**F-14 BE IT RESOLVED,** at the recommendation of the Superintendent that the Montague Township Board of Education approve to appoint the Superintendent as claims auditor for the 2020-2021 school year to approve checks and emergency account transfers during the month that cannot wait for the board meeting. Such checks will appear on the bills list and transfers will be confirmed by the board at the next regular meeting.

**Moved:**

**Seconded:**

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

**F-15 BE IT RESOLVED,** at the recommendation of the Superintendent that the Montague Township Board of Education approve the chart of accounts for the budgetary process and authorizes the Superintendent and the Business Administrator to implement the 2020-2021 budget and to commit funds within budgetary limitations pursuant to the policies and regulations of the State Board and Montague Township Board of Education.

**Moved:**

**Seconded:**

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

**F-16 BE IT RESOLVED,** at the recommendation of the Superintendent that the Montague Township Board of Education approve to authorize the Business Administrator to make regular payments of such standard bills as Health & Dental Benefits, Utilities, Board's Share of Social Security, Pensions, Unemployment Tax, Salaries, Tuition, Transportation and Cafeteria expense bills, for the 2020-2021 school year.

**Moved:**

**Seconded:**

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

**F-17 BE IT RESOLVED,** at the recommendation of the Superintendent, that the Montague Township Board of Education authorize payroll deductions for tax sheltered annuities and other depositories authorized by the staff with Equitable and Prudential for the 2020-2021 school year.

**Moved:**

**Seconded:**

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

**F-18 BE IT RESOLVED**, at the recommendation of the Superintendent that the Montague Township Board of Education approve to the attached requisition for taxes for the Montague Township for the 2020-2021 school year. (Attachment)

**Moved:**

**Seconded:**

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

**F-19 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education, in the County of Sussex, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the “Interior Improvements at Montague Township School” to serve as an application to the office of School Facilities and an amendment to the District’s Long Range Facility Plan; and

BE IT FURTHER RESOLVED, the Montague Township Board of Education is NOT seeking State funding but will fund the Project through the District’s General Account.

**Moved:**

**Seconded:**

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

**F-20 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the purchase and installation of a Panasonic closed circuit television (CCTV) surveillance system (Hardware and Software) by RFP Solutions, Inc.’s for the Montague Township School District under State Contract No. 89980. The cost of the purchase

and installation would be which is in the 2019-20 budget is \$46,706.00. Part of the cost will be offset by a safety grant the school applied for through NJ School insurance group. (see attached)

**Moved:**

**Seconded:**

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

**F-21 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the purchase and adoption of K-8 American Reading Company Core Program at a cost of \$147,750 which includes materials, software, and professional development. (see attached)

**Moved:**

**Seconded:**

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

**F-22 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the First Student Transportation 2020 – 2021 Renewal Agreement at a CPI 1.7 of the current 2019-2020 contract with First Student at a total cost of \$1,476.80 per day. Tier Number Tier Number Routes Tiered Cost Increase/Decrease Adjustment Cost 2019-02 M-2, HP-2 \$384.40 \$0.95 2019-03 M-3, PJ-1 \$351.40 \$0.95 2019-04 M-4, TC-2 \$370.50 \$0.95 2019-05 M-5, TC-1 \$370.50 \$0.95 (Attachment)

**Moved:**

**Seconded:**

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

**F-23 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the 2019-2020 attached list of out-of-district regular & special education placements as of June 8, 2020.

**Moved:**

**Seconded:**

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

**F-24 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve an Agreement for Legal Services – Solicitor with Porzio, Broomberg, & Newman, P.C. in accordance with the 2019 – 2020 fiscal year Agreement at the hourly rate of \$365.00 per hour for senior attorneys, \$255.00 per hour for all associate attorneys, and \$145.00 per hour for paralegals. This agreement will be in effect from July 1, 2019 – June 30, 2020. (Attachment)

**Moved:**

**Seconded:**

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

**F-25 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the quote for employee’s dental coverage obtained by Treadstone Risk Management LLC underwritten by Delta Dental for the 2020-2021 school year. (attachment)

**Moved:**

**Seconded:**

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

**XV. 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.**

**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 \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ All in Favor/Opposed

**Motion to close public comment at \_\_\_\_ pm**

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ All in Favor/Opposed

**XVI. Unfinished Business**

**XVII. New Business**

**XVIII. 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 \_\_\_\_ pm

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ All in Favor/Opposed

Motion to close Executive Session at \_\_\_\_ pm

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ All in Favor/Opposed

Motion to reopen Regular Meeting at \_\_\_\_ pm

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ All in Favor/Opposed

**XIX. Adjournment**

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ All in Favor/Oppose

Time of Adjournment: \_\_\_\_\_