

**Montague Township Board of Education Meeting  
Workshop Action Meeting Agenda  
March 8, 2023  
6:30 p.m.**

1. **CALL TO ORDER** at \_\_\_\_\_

2. **ROLL CALL**

	Present	Absent
Barbara Holstein, President		
Paul Brislin, Vice President		
Christopher Bell		
Andree Campbell		
Danielle Christmann		
Tasha DeGeorge		
Michael Zernhelt		

Others Present:	<u>Present</u>	<u>Absent</u>
James Andriac - Acting CSA	_____	_____
Carl Morelli, SBA/BS	_____	_____
Joseph Garcia, Esq.	_____	_____

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. **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 \_\_\_\_\_ p.m. Motion \_\_\_\_\_ 2nd \_\_\_\_\_ All in Favor/Opposed \_\_\_\_\_

Motion to close Executive Session at \_\_\_\_\_ p.m. Motion \_\_\_\_\_ 2nd \_\_\_\_\_ All in Favor/Opposed \_\_\_\_\_

Motion to reopen Regular Meeting at \_\_\_\_\_ p.m. Motion \_\_\_\_\_ 2nd \_\_\_\_\_ All in Favor/Opposed \_\_\_\_\_

7. **CSA REPORT**

- HIB
- On going school events
- Security

**8. SBA REPORT**

**9. BOARD PRESIDENT’S REPORT**

**10. CORRESPONDENCE, if any**

**11. APPROVAL OF MINUTES**

**BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Regular Meeting Minutes and the Executive Minutes of February 8, 2023.

<b>Moved:</b>		<b>Seconded:</b>			<b>Discussion:</b>			
<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Regular Meeting Minutes and the Executive Minutes of February 22, 2023.

<b>Moved:</b>		<b>Seconded:</b>			<b>Discussion:</b>			
<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

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

Motion to close Public Comment at \_\_\_\_ Motion \_\_\_\_ 2<sup>nd</sup> \_\_\_\_ All in Favor/Opposed \_\_\_\_

**13. FINANCE AND INSURANCE**

**F-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the submission of the Climate Awareness Education grant.

**Moved:**

**Seconded:**

**Discussion:**

<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**F-2 BE IT RESOLVED**, that Montague Township Board of Education confirms the establishment of its 2023/2043 public budget hearing on Wednesday, March 22, 2023. The annual public budget hearing shall be conducted in the Montague School Gymnasium, 475 Route 206, Montague, New Jersey, commencing at 6:30 PM.

**Moved:**

**Seconded:**

**Discussion:**

<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**F-3 BE IT FURTHER RESOLVED** that the Montague Township Board of Education authorizes advertising of said public budget hearing in the New Jersey Herald, in accordance with the form suggested by the State Department of Education and according to law.

**Moved:**

**Seconded:**

**Discussion:**

<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**F-4 BE IT RESOLVED** that the Montague Township Board of Education approve the final 2022-2023 fiscal year school budget and approve the final submission of the 2022-2023 fiscal year school budget to the Sussex County Executive Superintendent of Schools for approval as follows:

<b>EXPENDITURES</b>		<b>REVENUE</b>	
		<b>General Fund</b>	
<b>General Current Expense</b>	<b>\$9,633,281.00</b>	<b>Local Tax Levy</b>	<b>\$6,572,446.00</b>
<b>Capital Outlay</b>	<b>\$2,050,000.00</b>	<b>Tuition Reserve</b>	<b>\$ 0.00</b>
		<b>Fund Balance</b>	<b>\$ 663,467.00</b>
		<b>Federal Impact Aid (revenue)</b>	<b>\$ 165,599.00</b>
<b>Special Revenue Fund</b>	<b>\$2,579,439.00</b>	<b>Maintenance Interest</b>	<b>\$ 120.00</b>
		<b>Capital Reserve Interest</b>	<b>\$ 700.00</b>
		<b>Ex Aid</b>	<b>\$ 95,886.00</b>
		<b>State Aid</b>	<b><u>\$2,135,063.00</u></b>
		<b>Total General Fund:</b>	<b>\$9,633,281.00</b>
<b>Total Expenditures</b>	<b><u>\$14,262,720.00</u></b>	<b>Capital Reserve Withdrawal</b>	<b>\$1,230,000.00</b>
		<b>Construction Grants</b>	<b>\$ 820,000.00</b>
		<b>Special Revenue Fund</b>	<b>\$ 2,579,439.00</b>
		<b>Total Revenue</b>	<b><u>\$14,262,720.00</u></b>

**BE IT RESOLVED**, that the Montague Township Board of Education authorize the utilization of Unassigned Fund Balance as of June 30, 2022 in the amount of \$663,467.00 to the 2023-2024 fiscal year budget;

**BE IT RESOLVED**, that the Montague Township Board of Education authorize the utilization of Federal Impact Aid in the amount of \$165,599.00 to the 2023-2024 fiscal year budget;

**BE IT FURTHER RESOLVED** that the following GENERAL FUND tax levy be approved to support the 2023-2024 budgets: General Fund Tax Levy \$6,572,446.00;

**BE IT FURTHER RESOLVED** that the Montague Township Board of Education requests the approval of a capital reserve withdrawal in the amount of \$1,230,000.00. The District will utilize these funds in accordance with our approved Long Range Facilities Plan.

**WHEREAS**, the Montague Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1, 2023 through June 30, 2024 ); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE, BE IT RESOLVED**, the Montague Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms, and

**BE IT FURTHER RESOLVED**, the Montague Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$15,000.00 for all staff and board members.

**BE IT RESOLVED** that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

**Moved:**

**Seconded:**

**Discussion:**

<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**F-5 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education Authorize DMR Architects to prepare and Submit to the New Jersey Department of Education documentation for Grant Funding for Preschool Facilities Expansion of Classroom Addition to the existing school building at the Montague Township School.

**WHEREAS**, the Montague Township Board of Education recognizes that the New Jersey Department of Education has made available for Fiscal Year 2023 annual appropriations act which includes a \$120 million allocation of Coronavirus State Fiscal Recovery Fund ( SFRF) dollars that were established pursuant to the American Rescue Plan Act of 2021 for the expansion Preschool facilities.

**WHEREAS**, the Montague Township Board of Education also recognizes that the Preschool Expansion of the Montague Township School project that is being considered for grant funding, qualifies as a Priority Level One, as it demonstrates an increase of over 10% of available preschool seats to the District's landscape.

**WHEREAS**, the Montague Township Board of Education acknowledges that the required documentation must be submitted to New Jersey Department of Education to apply for Grant Funding for the Preschool Classroom Addition, which is consistent with the current approved Long Range Facility Plan.

**WHEREAS**, the Montague Board of Education acknowledges that the local matching funds for the balance of the project will be Funded out of Capital Reserve.

**NOW THEREFORE, BE IT RESOLVED**, that the Montague Township Board of Education authorizes DMR Architects to prepare and submit to the New Jersey Department of Education documentation for the Grant Funding for the Preschool Classroom Addition.

<b>Moved:</b>		<b>Seconded:</b>			<b>Discussion:</b>			
<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**F-6 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the February 9, 2023 through March 8, 2023 - Bill List listed below:

Fund 10	\$ 41,599.75
Fund 11	\$844,425.89
Fund 20	\$ 63,768.23
Fund 60	\$ 41,010.28
Fund 61	\$ 4,788.76
Grand Total	\$995,592.91

<b>Moved:</b>		<b>Seconded:</b>			<b>Discussion:</b>			
<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**14. PERSONNEL**

**P-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the CST Secretary job description.

<b>Moved:</b>		<b>Seconded:</b>			<b>Discussion:</b>			
<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**15. ADMINISTRATION**

**A-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Memorandum of Understanding between the Montague Township Public School District and the New Jersey State Police.

<b>Moved:</b>		<b>Seconded:</b>			<b>Discussion:</b>			
<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**A-2 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Montague’s Got Talent Club with Aileen Donovan, Kristen Fazio, Melissa Martinique and Katlyn Vallis, as Club Advisors with a stipend of \$250.00 each.

<b>Moved:</b>		<b>Seconded:</b>			<b>Discussion:</b>			
<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**16. LIAISON REPORTS**

- High Point - Tasha DeGeorge
- Montague PTA - Danielle Christmann
- Sussex County Charter/Tech School - Andree Campbell
- School Board Association

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

Motion to close Public Comment at \_\_\_\_ Motion \_\_\_\_ 2<sup>nd</sup> \_\_\_\_ All in Favor/Opposed \_\_\_\_

**18. UNFINISHED BUSINESS**

**19. NEW BUSINESS**

**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 \_\_\_\_ Motion \_\_\_\_ 2 \_\_\_\_ All in Favor/Opposed \_\_\_\_

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

Motion to reopen Regular Meeting at \_\_\_\_ Motion \_\_\_\_ 2<sup>nd</sup> \_\_\_\_ All in Favor/Opposed \_\_\_\_

**21. ADJOURNMENT**

Motion \_\_\_\_ 2<sup>nd</sup> \_\_\_\_ All in Favor/Opposed \_\_\_\_ Time of Adjournment: \_\_\_\_