

**Montague Township Board of Education Meeting  
Organization Meeting Agenda  
May 22, 2023**

1. The Board Secretary shall call the meeting to order at \_\_\_\_\_.
2. Flag Salute followed by a Moment of Silence or Prayer
3. 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.

4. The Board 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 Sunday New Jersey Herald.
5. The Board Secretary shall announce the official results of the annual school election:

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

Candidates	Total Votes
Paul Brislin	227
Andree Campbell	202
Jaime Johnson	190
Write-In Totals	17

**Montague Township Board of Education Members  
Vote for One (1) 1-Year Unexpired Term**

Candidate	Total Votes
Christopher Bell	217
Write-In Totals	5

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

1. Paul Brislin
2. Andree Campbell
3. Jaime Johnson
4. Christopher Bell

7. The Board Secretary shall conduct a roll call:

Board Members	Present	Absent
Christopher Bell		
Paul Brislin		
Andree Campbell		
Tasha DeGeorge		
Barbara Holstein		
Jaime Johnson		
Michael Zernhelt		

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

8. The Board secretary will entertain nominations for President. Nominations follow.

9. The Board secretary will conduct a roll call vote for the position of Board of Education President. (Each Board member will be asked to verbally indicate who they vote to be elected Board President).

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
Name								
Name								
Abstain								

10. The elected Board President assumes the chair.

11. The Board President will entertain the nominations for Vice President. Nominations follow.
  
12. The Board secretary will conduct a roll call vote for the position of Board of Education Vice President. (Each Board member will be asked to verbally indicate who they vote to be elected Board President).

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
Name								
Name								
Abstain								

**13. ADMINISTRATION**

**A-1 BE IT RESOLVED**, that the Montague Township Board of Education appoints David Miller, to be designated as the District’s Integrated Pest Management Coordinator, whose term shall run through the 2024 Reorganization meeting.

**Moved:**

**Seconded:**

**Discussion:**

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

**A-2 BE IT RESOLVED**, that the Montague Township Board of Education appoints Rene E. Metzgar as the Treasurer of School Monies, whose term shall run through the 2024 Reorganization meeting.

**Moved:**

**Seconded:**

**Discussion:**

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

**A-3 BE IT RESOLVED**, that the Montague Township Board of Education appoints James Andriac as the District's ADA officer.

**Moved:**

**Seconded:**

**Discussion:**

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

**A-4 BE IT RESOLVED**, that the Montague Township Board of Education appoints James Andriac as the District's Affirmative Action Officer.

**Moved:**

**Seconded:**

**Discussion:**

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

**A-5 BE IT RESOLVED**, that the Montague Township Board of Education appoints Samantha Frost as the District's Homeless Liaison.

**Moved:**

**Seconded:**

**Discussion:**

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

**A-6 BE IT RESOLVED**, that the Montague Township Board of Education appoints Megan Fazio as the District's 504 Officer.

**Moved:**

**Seconded:**

**Discussion:**

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

**A-7 BE IT RESOLVED**, that the Montague Township Board of Education appoints Samantha Frost as the District's Truancy Officer.

**Moved:**

**Seconded:**

**Discussion:**

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

**A-8 BE IT RESOLVED**, that the Montague Township Board of Education appoints James Andriac as the District's Residency Officer.

**Moved:**

**Seconded:**

**Discussion:**

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

**A-9 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 run through the 2024 Reorganization meeting.

**Moved:**

**Seconded:**

**Discussion:**

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

**A-10 BE IT RESOLVED**, that the Montague Township Board of Education appoints [redacted] Representative and [redacted] Alternate Representative to the Educational Services Commission of Morris County whose terms shall run through the 2024 Reorganization meeting.

**Moved:**

**Seconded:**

**Discussion:**

Roll Call	Bell	Brislin	Campbell	DeGeorge	Holstein	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

**A-11 BE IT RESOLVED**, that the Montague Township Board of Education appoints \_\_\_\_\_ Representative and \_\_\_\_\_ Alternate Representative to the Educational Services Commission of Sussex County whose terms shall run through the 2024 Reorganization meeting.

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

**A-12 WHEREAS**, the Montague Township Board of Education appoints President \_\_\_\_\_ (or in their absence, \_\_\_\_\_, Vice President) together with James Andriac, Acting Superintendent and the School Business Administrator, to be authorized to sign the payroll summary sheet prepared semi-monthly.

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

**14. BANK DEPOSITORIES**

**BE IT RESOLVED**, that the Montague Township Board of Education approve the following to act as a depository for public funds, and that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below:

<b>Account</b>	<b>Signor 1</b>	<b>Signor 2</b>	<b>Signor 3</b>	<b>Bank</b>
<b>Summer Savings</b>	SBA	Melinda Bellis	Rene Metzgar	Provident Bank
<b>Trust &amp; Agency</b>	SBA	Melinda Bellis	Rene Metzgar	Provident Bank
<b>Payroll</b>	SBA	Melinda Bellis	Rene Metzgar	Provident Bank
<b>General Fund</b>	SBA	BOARD PRESIDENT	Rene Metzgar	Provident Bank
<b>Student Council</b>	SBA	Melinda Bellis	Rene Metzgar	Provident Bank
<b>Unemployment</b>	SBA	Melinda Bellis	-----	Provident Bank
<b>Lunch Program</b>	SBA	Melinda Bellis	Rene Metzgar	Provident Bank
<b>Capital Reserve</b>	SBA	BOARD PRESIDENT	Rene Metzgar	Provident Bank

<b>Flexible Spending</b>	SBA	Melinda Bellis	-----	Provident Bank
<b>Dureler Fund</b>	SBA	Melinda Bellis	-----	Provident Bank
<b>Before &amp; Aftercare</b>	SBA	Melinda Bellis	-----	Provident Bank
<b>Petty Cash</b>	SBA	Melinda Bellis	Rene Metzgar	Provident Bank
<b>Maintenance Reserve</b>	SBA	BOARD PRESIDENT	Rene Metzgar	Provident Bank

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

**15. ESTABLISHMENT OF PROCEDURE FOR SIGNING OF CHECKS**

**WHEREAS**, the Montague Township 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 signatures of the Board President and the Treasurer of School Moneys and the original signature of the Board Secretary or Chief School Administrator shall be required on all checks included on the bills list; 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.

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

**16. PETTY CASH FUND**

**WHEREAS**, the Montague Township Board of Education has established a petty cash fund for the purpose of making immediate payments of comparatively small amounts; and

**WHEREAS**, the State Board of Education has amended N.J.A.C. 6:20-2.10 to establish requirements, which strengthen the fiscal controls and accountability for petty cash funds.

**BE IT RESOLVED**, upon recommendation of the Business Administrator that the Montague Township Board of Education approve the following Petty Cash Account to be established and replenished by the rules and regulations for Petty Cash Funds: CENTRAL BOARD OFFICE - \$200 – Signatory: Business Administrator/Accounts Payable. Individual amounts are not to exceed \$200.00

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

**17. DESIGNATION OF OFFICIAL NEWSPAPER FOR LEGAL NOTICES**

**BE IT RESOLVED**, that the Montague Township Board of Education names the New Jersey Herald as the official newspaper of the Board of Education.

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

**18. BOARD POLICIES**

**PL-1 BE IT RESOLVED**, Special Public Meetings, where official action is taken, will be scheduled as needed in compliance with the 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 by N.J.S.A. 10:4-12 will be authorized as needed by resolution during public meetings or by special notice.

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



**PL-2 BE IT RESOLVED**, that all existing bylaws, policies and regulations, curriculums, textbooks, contracts and agreements as established by act and practice of previous Board of Education are to remain in force and effect until such time as the present Board necessitates change by way of resolution.

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

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

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

**20. ADJOURNMENT**

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