

**Montague Township Board of Education Meeting
Regular Action Meeting Agenda
October 9, 2024
6:30 p.m.**

1. **CALL TO ORDER** at _____

2. **ROLL CALL**

	Present	Absent
Andree Campbell, President		
Michael Zernhelt, Vice President		
Christopher Bell		
Paul Brislin		
Lisa D'Amore		
Tasha DeGeorge		
Jaime Johnson		

Others Present:

James Andriac - CSA

Michael Bussow, SBA/BS

Joseph Garcia, Esq. – Board Atty.

Dana Berry, Adm. Asst. to Bd. Sec.

Present

Absent

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 _____ Motion _____ 2nd _____ All in Favor/Opposed _____

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

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

7. **CSA REPORT**

8. **SBA REPORT**

9. **BOARD PRESIDENT'S REPORT**

10. **CORRESPONDENCE, if any**

11. APPROVAL OF MINUTES

BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Regular Action Meeting Minutes and Executive Minutes of September 11, 2024.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

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 _____ p.m.

Motion _____ 2nd _____

All in Favor____/Opposed _____

Motion to close Public Comment at _____ p.m.

Motion _____ 2nd _____

All in Favor____/Opposed _____

13. FINANCE AND INSURANCE

F-1 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the September 12, 2024 through October 9, 2024 - Bill's List listed below:

Fund 10	\$ 95,052.54
Fund 11	\$731,246.59
Fund 12	\$ 56,904.40
Fund 20	\$ 91,855.51
Fund 60	\$ 7,400.00
Fund 95	\$ 645.00
Grand Total	\$983,104.04

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-2 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Board Secretary's Report and the Treasurer of School Monies Report for the Month of **August 2024** pursuant to N.J.A.C. 6A:23A-16.10(C)3 and 4.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	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 transfer report posted as of September 30, 2024.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

F-4 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 and Dental Benefits, Utilities, Board's Share of Social Security, Pensions, Unemployment Tax, Salaries, Tuition, Transportation and Cafeteria expense bills for the 2024-2025 school year.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

14. PERSONNEL

P-1 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve maternity leave for **Employee ID #10870621** beginning on or about October 28, 2024 until June 30, 2025.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-2 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve **Employee ID #10870639** request for intermittent unpaid leave of absence in accordance with the New Jersey Leave Act (NJFLA) and the Family and Medical Leave Act (FMLA).

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-3 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education **rescind Resolution P-13** on the August 14, 2024 agenda and approve **SAMANTHA FROST**, as Social Worker/Child Study Team Coordinator, Step MA/K (*prorated*) commencing October 16, 2024 through June 30, 2025.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-4 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve **LORIE JESKEY** as Homebound Teacher for the 2024-2025 school year to be paid according to the negotiated MEA hourly rate.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-5 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve **TREVOR HUNT**, as full time long term maternity leave teacher, at Step MA/A (*prorated*), pending criminal history and background check with a start date of on or about October 15, 2024 through June 30, 2025.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-6 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve **KIMBERLY SHARRY** as a part-time paraprofessional, Step C, pending criminal history and background check with a start date of on or about October 15, 2024 through June 30, 2025.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-7 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve **ANTONIO C. MASSELLI**, as a substitute nurse, at \$200.00 a day, pending criminal history and background check, for the 2024-2025 school year.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-8 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve **KELLI SHORT**, as a part-time Physical Therapist, Step A/MA (*prorated*), pending criminal history and background check, with a start date of on or about October 15, 2024 through June 30, 2025.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-9 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the following job descriptions:

- Board Certified Behavior Analyst (BCBA)
- Occupational Therapist
- Physical Therapist

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-10 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the creation of the Dungeons & Dragons Club with Kayte Snyder and Michael Spina as the Club Advisors for the 2024-2025 school year with a stipend of \$1,000.00 each per the MEA Agreement.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

P-11 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the creation of the an after-school Video Production Club with Kayte Snyder and Michael Spina as the Club Advisors for the 2024-2025 school year with a stipend of \$1,000.00 each per the MEA Agreement.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

SEE ADDENDUM

15. BUILDING AND GROUNDS

BG-1 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the submission of the Health and Safety Evaluation of School Buildings Checklist for the 2024-2025 school year to the NJDOE Sussex County Superintendent's Office.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

BG-2 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Montague PTA's request for use of district facilities on the following dates:

Dates	Location & Time	Purpose of Use	# of People Expected
Dec. 6, 2024	½ of gym & bathrooms 4PM to 6PM	Book Fair setup	100
Dec. 9 - 13, 2024	½ of gym & bathrooms 8:45AM to 3PM	Book Fair	
Dec. 12, 2024	½ of gym & bathrooms 5:30PM to 8:30PM	Late Night Book Fair	
Dec. 13, 2024	Gym, Cafeteria & bathrooms 2PM to 9PM	Holiday Make It Take It	100
Jan. 10, 2025	Gym, Cafeteria & bathrooms 5PM to 8:30PM	Family Fitness Night	100
Feb. 7, 2025	Gym, Cafeteria & bathrooms 4PM to 9:30PM	Valentine's Day Dance	300
March 6, 2025	½ of gym & bathrooms 4PM to 6PM	Book Fair setup	100
March 9 - 14, 2025	½ of gym & bathrooms 8:45AM to 3PM	Book Fair	
March 13, 2025	½ of gym & bathrooms 5:30PM to 8:30PM	Late Night Book Fair	
March 14, 2025	Gym & bathrooms 5PM to 9PM	Movie Night	100
March 21, 2025 (March 28, 2025 - Snow Date)	Gym, Cafeteria & bathrooms 4PM to 10PM	Tricky Tray Set Up	300
March 22, 2025 (March 29 - Snow Date)	Gym, Cafeteria & bathrooms 7AM to 9PM	Tricky Tray	
April 7, 2025	Lobby - 4PM to 5:30PM	Gertrude Hawk Pick up	
May 2, 2025	Staff Lounge	Staff Appreciation Week - Set Up	
June 14, 2025	Outside Field & bathrooms 9AM to 5PM (Gym & Cafeteria if it rains)	Family Picnic	120

Moved:		Seconded:		Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

16. ADMINISTRATION

A-1 BE IT RESOLVED, at the recommendation of the superintendent, the Montague Township Board of Education approve the New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act: School Year July 1, 2023 - June 30 2024.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-2 BE IT RESOLVED, at the recommendation of the Superintendent, the Montague Township Board of Education approve the Interlocal Shared Service Agreement between High Point Regional High School Board of Education and the Montague Board of Education regarding Nurse services dated August 27, 2024.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-3 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education authorize the submission of the Preschool Projected Enrollment for the 2025-2026 school year to the New Jersey Department of Education.

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-4 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education, authorize the submission of the 2025-2026 Three-year Preschool Program Plan and Annual Update to the New Jersey Department of Education, Division of Early Childhood Services, Office of Preschool Education..

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

A-5 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the following field trips:

GRADE	DESTINATION	COSTS
Middle School	Sussex County Tech - Summit	\$77 (for t-shirts)
Preschool	Ideal Farms	\$700 \$151 (Cost of pizza) (to be paid through PreK Grant)
8th Grade	High Point Regional High School	N/A
Middle School	Camp Mason	\$4,166 plus cost of transportation
FFA	Rutgers University	\$44 plus cost of transportation

Moved:

Seconded:

Discussion:

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

A-6 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education designate **MICHAEL BUSSOW**, School Business Administrator/Board Secretary as the Public Agency Compliance Officer (P.A.C.O) in accordance with N.J.A.C. 17:27-3.2 for the 2024-2025 school year.

The Public Agency Compliance Officer is the liaison between the Montague Township Board of Education and the State of New Jersey Department of the Treasury, Division of Purchase and Property, Contract Compliance and Audit Unit, EEO Monitoring Program.

The Public Agency Compliance Officer is responsible for administering contracting procedures pertaining to equal employment opportunity regarding the Montague Township Board of Education and the appropriate contracted vendors.

Moved:

Seconded:

Discussion:

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

A-7 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve **MICHAEL BUSSOW**, School Business Administrator to advertise for bids, when legally necessary, for supplies, equipment, and/or services for the 2024/2025 school year, and to authorize entering into agreements through the New Jersey Cooperative Purchasing Program, Morris County Educational Services, Sussex County Educational Services Commission and Hunterdon County Educational Services Commission when in the best interest of the Montague Township School District.

Moved:

Seconded:

Discussion:

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

A-8 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve **DAVID MILLER**, Director of School Facilities, to attend the PEOSH/NJADP - 2024-25 - Indoor Air Quality Training session at Warren County Vo-Tech on Friday, October 25, 2024. The training teaches the basics of indoor air quality (IAQ) and the requirements of the IAQ standard

Moved:	Seconded:			Discussion:				
Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES								
NO								
ABSTAIN								
ABSENT								

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 ____ 2nd ____ All in Favor/Opposed ____

Motion to close Public Comment at ____ Motion ____ 2nd ____ 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 ____ 2nd ____ All in Favor/Opposed ____

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

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

21. ADJOURNMENT

Motion ____ 2nd ____ All in Favor/Opposed ____ Time of Adjournment: ____

Next board meeting: November 13, 2024 at 6:30 p.m.