

**Montague Board of Education Meeting  
Organization Meeting Minutes  
January 2, 2019  
6:00 pm**

Mr. Hagl, Acting Business Administrator / Board Secretary called the meeting to order at 6:00 PM.

Mr. Hagl requested those present to join him in a salute to our flag.

Mr. Hagl read the following 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.

Mr. Hagl read the following announcement of this 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.

Mr. Hagl read the following results of the annual school election:

**Montague Township Board of Education Members**

**Vote for Two (2)**

**Three Year Terms**

<b>Candidates</b>	<b>Total Votes</b>	<b>Percentage Votes</b>
Jennifer Caramucci	872	40.90
Glen A. Plotsky	694	32.55
George A. Gelderman, Jr.	533	25.00
Write-In	33	1.55

Mr. Hagl administered the oath of office to the following (2) two newly-elected Board members:

- Jennifer Caramucci
- Glen A. Plotsky

Mr. Hagl conducted a roll call of the newly seated Board of Education members.

	<b>Present</b>	<b>Absent</b>
Gayle Andriac	X	
Jennifer Caramucci	X	
Diane Cole	X	
Sally Kurtzman		X
Glen Plotsky	X	
Linda Spinapolice	X	
Charles Teufert	X	

Others Present:

Timothy Capone - Chief School Administrator  
 George Hagl – Acting Business Administrator/Board Secretary

Mr. Hagl opened the floor for nominations for the position of Board of Education President.

Mrs. Andriac moved, seconded by Mrs. Cole to nominated Glen Plotsky for the position of Board of Education President.

Hearing no other nominations, Mr. Hagl conducted a roll call vote for the position of Board of Education President:

<b>Roll Call</b>	<b>Andriac</b>	<b>Caramucci</b>	<b>Cole</b>	<b>Kurtzman</b>	<b>Plotsky</b>	<b>Spinapolice</b>	<b>Teufert</b>	<b>Total</b>
<b>YES</b>	X	X	X		X	X	X	6
<b>NO</b>								0
<b>ABSTAIN</b>								0
<b>ABSENT</b>				X				1

Mr. Plotsky assumed the chair.

The elected Board President assumes the chair.

Mr. Plotsky entertained nominations for the position of First Vice-President.

Mr. Plotsky moved, seconded by Mrs. Caramucci to nominate Mrs. Spinapolice for the position of Vice President.

Mrs. Andriac nominated Mrs. Cole for the position of Vice President.

Mrs. Cole left the meeting at 6:09 PM.

Hearing no additional nominations, Mr. Plotsky requested a roll call vote (in the order nominations occurred) for Mrs. Spinapolice to serve as Board of Education Vice-President.

<b>Roll Call</b>	<b>Andriac</b>	<b>Caramucci</b>	<b>Cole</b>	<b>Kurtzman</b>	<b>Plotsky</b>	<b>Spinapolice</b>	<b>Teufert</b>	<b>Total</b>
<b>YES</b>	X	X			X	X	X	5
<b>NO</b>								0
<b>ABSTAIN</b>								0
<b>ABSENT</b>			X	X				2

Mrs. Cole returned to the meeting at 6:11 PM

Mr. Plotsky requested the Board to block vote motions A through U.

- A. That the Board appoints George J. Hagl Acting School Business Administrator/Board Secretary, whose term of office shall coincide with the life of the Board.
- B. That the Board appoints Acting School Business Administrator/Board Secretary, George J. Hagl, to be designated as the Investment Officer of Records whose term of office shall coincide with the life of the Board.
- C. That the Board appoints Mrs. Kurtzman as alternate Acting Board Secretary, in the absence of the Acting Board Secretary, for emergency purposes, whose terms of office shall coincide with the life of the Board.
- D. That the Board appoints George J. Hagl to be designated as the district's Right to Know Officer, whose term of office shall coincide with the life of the Board.
- E. That the Board appoints George J. Hagl to be designated as the district's Purchasing Agent, whose term of office shall coincide with the life of the Board.
- F. That the Board appoints George J. Hagl to be designated as the district's Integrated Pest Management Coordinator, whose term of office shall coincide with the life of the Board.
- G. That the Board appoints George J. Hagl 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.
- H. That the Board appoint Erkan Gumustekin as acting Custodian of Records whose terms

of office shall coincide with the life of the Board.

- I. That the Board appoints Michelle LaStarza as the Treasurer of School Monies, whose term of office shall coincide with the life of the Board.
- J. That the Board appoints Carol Lastarza as the district's ADA officer.
- K. That the Board appoints Timothy C. Capone as the district's Affirmative Action Officer.
- L. That the Board appoints Danielle LaStarza as the district's Homeless Liaison.
- M. That the Board appoints Danielle LaStarza as the district's 504 officer.
- N. That the Board appoint Mr. Plotsky Delegate and Mrs. Spinapolice Alternate to the New Jersey School Boards Association whose terms shall coincide with the life of the Board.
- O. **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, Acting Board Secretary, 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 Acting Board Secretary or 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**

<b>ACCOUNT</b>	<b>SIGNATORIES</b>	<b>BANK</b>
<b>General Fund</b>	<b>Glen Plotsky, Board President George Hagl, Acting Bus. Adm. / Bd. Sec. Michelle LaStarza, Treasurer of School Monies</b>	<b>Sussex Bank</b>

<b>Capital Reserve Acct.</b>	<b>Glen Plotsky, Board President George Hagl, Acting Bus. Adm. / Bd. Sec. Michelle LaStarza, Treasurer of School Monies</b>	<b>Sussex Bank</b>
<b>Trust &amp; Payroll Agency</b>	<b>Michelle LaStarza, Treasurer of School Monies George Hagl, Acting Bus. Adm. / Bd. Sec. Erkan Gumustekin, Ass't Business Administrator</b>	<b>Sussex Bank</b>
<b>Payroll Account</b>	<b>Michelle LaStarza, Treasurer of School Monies George Hagl, Acting Bus. Adm. / Bd. Sec. Erkan Gumustekin, Ass't Business Administrator</b>	<b>Sussex Bank</b>
<b>Unemployment</b>	<b>George Hagl, Acting Bus. Adm. / Bd. Sec. Erkan Gumustekin, Ass't Business Administrator</b>	<b>Sussex Bank</b>
<b>Summer Savings</b>	<b>Michelle LaStarza, Treasurer of School Monies George Hagl, Acting Bus. Adm. / Bd. Sec. Erkan Gumustekin, Ass't Business Administrator</b>	<b>Sussex Bank</b>
<b>Student Council</b>	<b>Michelle LaStarza, Treasurer of School Monies George Hagl, Acting Bus. Adm. / Bd. Sec. Erkan Gumustekin, Ass't Business Administrator</b>	<b>Sussex Bank</b>
<b>School Lunch Program</b>	<b>Michelle LaStarza, Treasurer of School Monies George Hagl, Acting Bus. Adm. / Bd. Sec. Erkan Gumustekin, Ass't Business Administrator</b>	<b>Sussex Bank</b>
<b>Flexible Spending</b>	<b>Michelle LaStarza, Treasurer of School Monies George Hagl, Acting Bus. Adm. / Bd. Sec.</b>	<b>Sussex Bank</b>
<b>Dureler Fund</b>	<b>Michelle LaStarza, Treasurer of School Monies George Hagl, George Hagl, Acting Bus. Adm. / Bd. Sec. Glen Plotsky, Board President</b>	<b>Sussex Bank</b>
<b>N.J. Cash Management</b>	<b>Michelle LaStarza, Treasurer of School Monies George Hagl, Acting Bus. Adm. / Bd. Sec. Erkan Gumustekin, Ass't Business Administrator</b>	

- P. That President Glen Plotsky (or in his absence), Vice-President Linda Spinapolic, together with Timothy C. Capone, Superintendent and Acting School Business Administrator / Board Secretary George J. Hagl be authorized to sign the payroll summary sheets prepared semi-monthly.
  
- Q. That the New Jersey Herald be designated as the official newspaper and, The Times Herald Record will be designated as the official alternate newspaper.
  
- R. 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 Elementary School cafeteria.

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

January 2, 2019 Organization Meeting	January 15, 2019	January 29, 2019 (5 <sup>th</sup> Tuesday)
February 5, 2019		February 19, 2019
March 5, 2019		March 19, 2019 Adoption & Filing of Budget
April 2, 2019	April 16, 2019	April 30, 2019 (5 <sup>th</sup> Tuesday)
May 7, 2019 Public Budget Hearing (Tentative)		May 21, 2019
June 4, 2019		June 18, 2019
July 2, 2019	July 16, 2019	July 30, 2019 (5 <sup>th</sup> Tuesday)
August 6, 2019		August 20, 2019
September 3, 2019		September 17, 2019
October 1, 2019	October 15, 2019	October 29, 2019 (5 <sup>th</sup> Tuesday)

November 5, 2019		November 19, 2019
December 3, 2019		December 17, 2019

January 7, 2020 – Organization Meeting
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BE IT FURTHER RESOLVED, the aforesaid notice of regularly scheduled meetings be posted in the Elementary 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.

- S. 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.
  
- T. That the Board authorize the Acting Business Administrator/Board Secretary to advertise for bids, when legally necessary, for supplies, equipment and/or services for the 2019/2020 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.
  
- U. That the Board approve participation in coordinated transportation with the Sussex Count Educational Services Commission for the 2019/2020 school year.

**Moved: Mr. Teufert**

**Seconded: Mrs. Andriac**

Roll Call	Andriac	Caramucci	Cole	Kurtzman	Plotsky	Spinapolice	Teufert	Total
<b>YES</b>								
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

The Board discussed and requested the following related to the above organization motions:

- Requested Mrs. Kurtzman be assigned to the position of Alternate Acting Board Secretary. **Action Item**
- Requested the appointed of Mr. Plotsky and Mrs. Spinapolice as Delagate and Alternate Delegate to New Jersey School Boards Association (respectively). **Action Item**
- After discussing the possibility of adding a third signature to the Unemployment account, the Board decide to maintenance the existing two signatures.
- The Board question how many staff members are utilizing the Flexible Saving account. Mr. Gumustekin responded that presently no staff members are utilizing the Flexible Saving account.
- The Board requested adding Mr. Plotsky’s name as an authorized signature to the Dureler Fund account. **Action Item**
- Mr. Teufert stated he has a conflict with the 5<sup>th</sup> Tuesday meeting dates.
- Mr. Capone explained alternate meeting dates.

Mr. Plotsky requested Mr. Teufert and Mrs. Andriac amended their block vote motion to incorporate the above **Action Item** changes.

**Moved: Mr. Teufert**

**Seconded: Mrs. Andriac**

<b>Roll Call</b>	<b>Andriac</b>	<b>Caramucci</b>	<b>Cole</b>	<b>Kurtzman</b>	<b>Plotsky</b>	<b>Spinapolice</b>	<b>Teufert</b>	<b>Total</b>
<b>YES</b>	X	X	X		X	X	X	6
<b>NO</b>								0
<b>ABSTAIN</b>								0
<b>ABSENT</b>				X				1

Mrs. Cole requested a list of appointments.

### **President Report**

Mr. Plotsky thanked the Board for their confidence in him by reelecting him to the position of President.

### **CSA Report**

Mr. Capone introduced Rebecca Dann, STEM Teacher who conducted a presentation on robotics.

### **SBA Report**

Mr. Hagl introduced Bill Schroeder and Man Lee from the auditing firm of Nisivoccia LLP, Certified Public Accountants & Advisors who presented our districts 2017 / 2018 fiscal year audit.



Mr. Hagl stated the 2019 School Election and Budget Procedures Calendar for Type II District with a November Election Including Regional Districts was enclosed in all Board packages.

**Correspondence**

None

**Executive Session:**

**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.**

**Moved: Mr. Teufert**

**Seconded: Mrs. Andriac**

Roll Call	Andriac	Caramucci	Cole	Kurtzman	Plotsky	Spinapolice	Teufert	Total
YES	X	X	X		X	X	X	6
NO								0
ABSTAIN								0
ABSENT				X				1

Mrs. Andriac moved, seconded by Mr. Tuefert to close Executive Session at 8:37 PM.  
 Voice vote: All were in favor

Mr. Tuefert moved, seconded by Mrs. Andraic to reopen the Regular Meeting at 8:37 PM.  
 Voice vote: All were in favor

**Approval of Minutes**

**BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the minutes of December 4, 2018.**

**Moved: Mrs. Andriac**

**Seconded: Mr. Teufert**

Roll Call	Andriac	Caramucci	Cole	Kurtzman	Plotsky	Spinapolice	Teufert	Total
YES	X	X		X	X	X	X	6
NO								0
ABSTAIN			X					1
ABSENT								0

**Public Session**

Mrs. Spinapolice moved, seconded by Mrs. Andriac to open public comment at 8:38 PM  
 Voice vote: All were in favor

Arthur Hen commented he was happy to see the Honor Roll recipients listed in the Sunday newspaper.

Mrs. Mikulski congratulated Mrs. Caramucci and Mr. Plotsky on their election to the Board.

Mrs. Willeford stated this is a nice place to work.

Mrs. Andriac moved, seconded by Mr. Tuefert to close public comment at 8:41 PM  
Voice vote: All were in favor

### Action Items

Mrs. Andriac moved, seconded by Mrs. Caramucci that the Board block vote on the following motions:

**F-1 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve the December 5, 2018 thru January 2, 2019 - Bill List attached and listed below:

	Check Numbers	Amount
Regular Bill List	#A:24543 – A:24598	\$915,099.77
Lunch Program		\$ 0

**F-2 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve the write-off of \$80,331.34 (Capital Projects) Fund 30 balance and transfer these funds to (General Fund) revenue account number 10-1980 (Refund of Prior Year's Expenditures).

**F-3 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve the write-off of .01 from the 2016-2017 fiscal year carry forward balance in account 10-421 (Accounts Payable) and record this write-off in (General Fund) revenue account number 10-1980 (Refund of Prior Year's Expenditures).

**F-4 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve the Comprehensive Annual Financial Report and Auditors' Management Report on Administrative Findings as presented by the District's auditing firm of Nisivoccia LLP Certified Public Accountants & Advisors for the fiscal year ending June 30, 2018.

**F-5 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve the attached Corrective Action Plan resulting from the 2017-2018 fiscal

year audit.

**F-6 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve Glen Plotsky to attend the NJSBA Leadership Training on Saturday, February 9, 2019. The cost of the program is \$50.00 plus mileage and toll reimbursements.

Mrs. Cole questioned various items on the Bill's List

**Moved: Mrs. Andriac**

**Seconded: Mrs. Caramucci**

Roll Call	Andriac	Caramucci	Cole	Kurtzman	Plotsky	Spinapolice	Teufert	Total
<b>YES</b>	X	X	X	X	X	X	X	7
<b>NO</b>								0
<b>ABSTAIN</b>								0
<b>ABSENT</b>								0

Mrs. Cole moved, seconded by Mrs. Andriac that the Board block vote the following motions:

**P-1** At the recommendation of the superintendent, approve the termination of employee #M0000095 effective January 2, 2019.

**P-2** At the recommendation of the superintendent, approve the termination of employee #M0000125 effective January 2, 2019.

**P-3** At the recommendation of the superintendent, approve the transfer of Donna Reckovic to the full time Nutrition Coordinator at a rate of \$15.00 an hour.

**P-4** At the recommendation of the superintendent, approve the revised contract of Michelle LaStarza, Treasure of School Monies, at a rate of \$3,800 for the 2018-2019 Fiscal Year.

**P-5** At the recommendation of the superintendent, approve the revised contract of Mark Romano, IT Specialist / Project Manager, at a rate of \$77,000 for the 2018-2019 School Year (pro-rated).

**P-6** At the recommendation of the superintendent, approve the transfer of Kelly Schoch to Confidential Office Clerk, at a rate of \$28,000 for the 2018-2019 School Year (pro-rated).

**P-7** At the recommendation of the superintendent, waive the 60 notice requirement and approve the immediate resignation of Tina Palecek, effective, December 31, 2018.

**P-8** At the recommendation of the superintendent, approve the appointment of George Hagl as Interim Business Administrator/ Board Secretary, effective, January 1, 2019, subject to the approval of the Executive County Superintendent.

**Moved: Mrs. Cole**

**Seconded: Mrs. Andriac**

Roll Call	Andriac	Caramucci	Cole	Kurtzman	Plotsky	Spinapolice	Teufert	Total
<b>YES</b>	X	X	X	X	X	X	X	7
<b>NO</b>								0
<b>ABSTAIN</b>								0

<b>ABSENT</b>									0
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**A-1** At the recommendation of the superintendent, approve the contract for investigative services with Capehart and Scatchard (Carmen Saginario) at a rate of \$195 an hour.

**Moved: Mrs. Andriac**

**Seconded: Mrs. Teufert**

<b>Roll Call</b>	<b>Andriac</b>	<b>Caramucci</b>	<b>Cole</b>	<b>Kurtzman</b>	<b>Plotsky</b>	<b>Spinapolice</b>	<b>Teufert</b>	<b>Total</b>
<b>YES</b>	X	X	X	X	X	X	X	7
<b>NO</b>								0
<b>ABSTAIN</b>								0
<b>ABSENT</b>								0

**Unfinished Business**

Mrs. Cole questioned the status of Board Doc’s and the emergency water pump replacement cost. Additionally, she discussed the formation of Board committees.

Mrs. Spinapolice stated her Board member training is up to date.

Mr. Plotsky stated that all Board members are in compliance with their required training.

**New Business**

The Board discussed tuition waivers for non-resident teachers who wish to have their child(ren) attend Montague School.

Mr. Capone informed the Board the following award recipients:

- Teacher of the Year - Debra Vigorito-Runne
- ESP of the Year – Carol LaStarza
- Paraprofessional of the Year – Kim Hart

**Adjournment**

Mrs. Andraic moved, seconded by Mr. Tuefert to adjourn the meeting at 8:58 PM.

Respectfully submitted,

George Hagl  
Acting Business Administrator / Board Secretary

