

**Montague Township Board of Education Meeting
 Special Meeting Minutes
 May 5, 2020
 6:00 pm**

I. Call to Order 6:00PM

II. Roll Call

	Present	Absent
Dale Bouma	X	
Paul Brislin	X	
Jennifer Caramucci	X	
Danielle Christmann	X	
Billy Underwood	X	
Charles Teufert, Vice President	X	
Glen Plotsky, President	X	

Others Present:

- Timothy Capone - Chief School Administrator
- Maria Costa – Board Secretary - Remote

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. Approval of Minutes

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

Moved: Paul Brislin

Seconded: Charles Teufert

Roll Call	Bouma	Brislin	Caramucci	Christmann	Underwood	Teufert	Plotsky	Total
YES	X	X	X		X	X	X	6
NO								
ABSTAIN				X				1
ABSENT								

XII. Public Hearing on the Montague Township School District 2020-2021 Budget

- Business Administrator, Erkan Gumustekin, presented the Montague Township Board of Education Meeting Document posted prior to the May 5, 2020 Special Meeting on the Montague Township School website.
- Mr. Capone stated that Montague funds Pre-K – 12. The County has set the budget and there are two items that resulted in the difference of 2% to 4.2% tax increase. These two items are needing an additional paraprofessional required for special education needs and the use of impact aid.
- The BA asked the board members if they have any questions about the presentation.
- Mr. Bouma asked if Montague received federal impact aid last year. The BA responded that Montague did receive the federal impact aid last year. Mr. Bouma questioned with this budget, will there be staff or programs terminated? The BA stated that every program will stay. Mr. Capone stated the staffing numbers were approved by the County Office along with maintaining the programs.
- Mr. Plotsky stated there are many variables that can affect the budget. From his view, as a board member it is worth having a couple % tax and if everything goes bad, we are in a position to offer the students the benefits the board has been working for. The kids and parents need to know in September what will be offered. It is not fair to cover it for now and then mid-year, let them know programs will be cut.
- Mr. Teufert asked when did we find out if we receive federal impact aid this year? The BA responded it should be December 2020.
- Mrs. Caramucci stated that from her understanding because of Coronavirus, schools will be getting state cuts? Mr. Capone stated that state cuts would come in September. Mrs. Caramucci's concern is that we are a transient school, students coming in and out at a high rate therefore depending on what type of requirements are needed for the students that move in, there can be unexpected additional costs. Mrs. Caramucci doesn't want to see all the programs the board implemented get taken away from the students. She is for the students and feels strongly that the programs should not be cut.
- Mrs. Christmann asked why are the paraprofessionals being hired full time with benefits? Mr. Capone stated that due to the location of the school, it is difficult to find qualified candidates within the pool of applicants along with how important it is to provide consistency throughout the child's day.

XIII. 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 6:45pm

Motion Charles Teufert 2nd Paul Brislin
 All in Favor

John Mannion- Mr. Mannion stated Montague cannot afford the budget proposed. There should be a 0% tax increase.

Barbara Holstein- Mrs. Holstein stated that the advertised budget that the county approved included federal impact aid that goes to reducing the budget, reducing the tax levy. It needs to be included in the budget. Taking it out is not fair.

Mr. Brislin stated that several members of the public called during the public session last meeting and could not get through. Mr. Plotsky asked how much additional time does Mr. Brislin request for the public to call. Mr. Brislin asked the public is given 4 extra minutes to call into the public session.

Mr. Brislin withdrawal his request.

Motion to close public comment at 7:05pm

Motion Charles Teufert 2nd Dale Bouma
 All in Favor

XIV. Action Items

A-1 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the District’s program of virtual or remote instruction to meet the 180 school day requirement, which was previously submitted to the Department of Education on March 13, 2020, and implemented since the District’s closure on March 16, 2020.

➤ **Discussion**

Mr. Brislin asked before the vote if the members of the board received a copy of District’s program? Mr. Plotsky answered no because it was administrative in nature. Mr. Brislin asked how we can improve something if we didn’t see it. Mr. Plotsky stated that it was discussed in 1 or 2 meetings since it happened. Mr. Brislin asked a copy be emailed to him. Mr. Capone clarified that they were told to submit to the county office and after the fact asked for board approval. Mr. Capone would send a copy to Mr. Brislin.

Mrs. Christmann asked if there is anything that will enhance the virtual instruction and how is grading taking place? Mr. Capone responded at this point in time with the feedback from teachers, the combination approach with the packet work and online virtual work depending on the teacher and individual circumstance of the family being served. As far as overall grading, meetings have been scheduled to continue the conversation with the leadership team and staff.

Moved: Charles Teufert

Seconded: Billy Underwood

Roll Call	Bouma	Brislin	Caramucci	Christmann	Underwood	Teufert	Plotsky	Total
YES	X	X	X	X	X	X	X	7
NO								

ABSTAIN								
ABSENT								

XV. Financial Items

F-1 WHEREAS, Montague Township Board of Education is in need of an additional one to one paraprofessional.
 WHEREAS, This information became available after the Sussex County Superintendent’s Office approved the Montague Board of Education’s 2020-2021 fiscal year Preliminary Budget, and

WHEREAS, at the recommendation of the Superintendent, that the Montague Township Board of Education approve an additional paraprofessional to meet student need.

WHEREAS, the Montague Township Board of Education approves not to utilize Federal Impact Aid as a source of revenue for the 2020-2021 school budget,

WHEREAS, it is necessary to increase the 2020-2021 fiscal year Preliminary Budget of the Montague Board of Education to ensure adequate funds are available.

THEREFORE, BE IT RESOLVED, that the Montague Board of Education approves its final 2020-2021 fiscal year budget in the indicated revenue and appropriation accounts as follows:

Local Tax Levy	10-1210	\$144,729
Salary	11-000-271-100	\$22,733
Benefit	11-000-291-270	\$37,262
Federal Impact Aid	10-4101	-\$84,734

THEREFORE, BE IT RESOLVED, that the Montague Board of Education approve final 2020-2021 fiscal year school budget and approve the submission of the final 2020/2021 fiscal year school budget to the Sussex County Executive Superintendent of Schools for approval as follows:

<u>EXPENDITURES</u>		<u>REVENUE</u>	
		<u>General Fund</u>	
General Current Expense	\$9,175,530.00	Excess Surplus	\$ 133,517.00
Capital Outlay	\$ 505,509.00	Local Tax Levy	\$ 6,828,762.00
		Capital Reserve	\$ 425,000.00
Special Revenue Fund	\$1,034,163.00	Capital Reserve Int.	\$ 300.00
		State Aid	\$ 2,293,460.00
		Total General Fund:	\$ 9,681,039.00
Total Expenditures	<u>\$10,715,202.00</u>	<u>Special Revenue Fund</u>	\$ 1,034,163.00
		Total Revenue	<u>\$ 10,715,202.00</u>

BE IT RESOLVED, that Montague Board of Education authorize the utilization of Excess Surplus as of June 30, 2019, in the amount of \$133,517 to the 2020/2021 fiscal year budget,

BE IT FURTHER RESOLVED that Montague Board of Education authorizes the utilization of the Bank Cap, in amount of \$ 144,729 to the 2020/2021 fiscal year budget.

BE IT FURTHER RESOLVED that the following GENERAL FUND tax levy be approved to support the 2020-2021 budgets: General Fund Tax Levy \$ 6,828,762.00

BE IT FURTHER RESOLVED, that Montague Board of Education approves the following capital project for the 2020/2021 school year.

AC Unit Vent	\$270,000
Led Lighting	\$125,000
Roof Sealing	\$15,000
Architectural/Engineering Services	\$15,000

Capital Reserve Account Withdrawal

BE IT FURTHER RESOLVED, that Montague Board of Education requests the approval of a capital reserve withdrawal in the amount of \$425,000. The District intends to utilize these find for the AC Unit Vent in classroom, LED lighting roof Sealing and Architectural/Engineering Services.

➤ **Discussion**

Mr. Brislin commented that the AC Unit Vent, Led Lighting can be done in two academic years rather than one academic year. Other areas of concern, \$166,000 increase for operations and plant maintenance from the previous year- 28% increase from the previous year. Mr. Brislin is opposed of cutting any student programs.

Mrs. Caramucci mentioned that the AC Unit is more of a safety issue than a luxury. Mr. Teufert clarified they are being replaced, cleaner air for the rooms rather than the 50-year-old technology.

Mrs. Christmann asked for clarification that they are taking out the windows and replacing the vents, a safety concern.

Moved: Charles Teufert

Seconded: Jennifer Caramucci

Roll Call	Bouma	Brislin	Caramucci	Christmann	Underwood	Teufert	Plotsky	Total
YES			X	X	X	X	X	5
NO	X	X						2
ABSTAIN								
ABSENT								

F-2 WHEREAS, the Montague Township 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 1,2020 through June 30,2021); 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 Township 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 Township 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 \$ 47,835.00 for all staff and board members.

➤ **Discussion**

Mr. Brislin questioned if this is not in state of compliance with state law why is the board granting an exception and legally how can we not be in compliant with state law.

Mr. Capone clarified; prior board approval should not be required but if the staff member are exceeding \$1500 for regular district business travel it does need board approval. This item sets the threshold.

Moved: Charles Teufert

Seconded: Billy Underwood

Roll Call	Bouma	Brislin	Caramucci	Christmann	Underwood	Teufert	Plotsky	Total
YES			X		X	X	X	4
NO	X	X		X				3
ABSTAIN								
ABSENT								

F-3 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 March 2020.

Moved: Charles Teufert

Seconded: Billy Underwood

Roll Call	Bouma	Brislin	Caramucci	Christmann	Underwood	Teufert	Plotsky	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

F-4 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 March 2020.

Moved: Charles Teufert

Seconded: Billy Underwood

Roll Call	Bouma	Brislin	Caramucci	Christmann	Underwood	Teufert	Plotsky	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

F-5 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 March 31 , 2020, after review of the Secretary’s monthly financial reports for March 31 , 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.

➤ **Discussion**

Mr. Brislin has a concern that he has not been in consultation with the BA or Renee Metzger to have a confidence level to certifying the review of the Secretary’s monthly financial report.

The BA stated that he is available for questions and consultation.

Moved: Charles Teufert

Seconded: Billy Underwood

Roll Call	Bouma	Brislin	Caramucci	Christmann	Underwood	Teufert	Plotsky	Total
YES	X		X	X	X	X	X	6
NO		X						1
ABSTAIN								
ABSENT								

F-6 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 March 31, 2020.

Moved: Charles Teufert

Seconded: Billy Underwood

Roll Call	Bouma	Brislin	Caramucci	Christmann	Underwood	Teufert	Plotsky	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

F-7 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the submission of a Safety Grant to the New Jersey Insurance Group requesting \$2,600.00.

Moved: Charles Teufert

Seconded: Billy Underwood

Roll Call	Bouma	Brislin	Caramucci	Christmann	Underwood	Teufert	Plotsky	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

F-8 BE IT RESOLVED at the recommendation of the Superintendent, that the Montague Township Board of Education approve the addendum to the transportation contract between First Student and The Montague Township School.

This Addendum amends the Agreement between the Montague Township District and First Student, Inc. dated March 16, 2020 to provide for the temporary adjustment of services and expectations during school closures ordered by the State.

WHEREAS, during the period of State ordered school closures, the original purpose of the Agreement cannot be fulfilled in its entirety, but transportation services may be needed for alternate delivery purposes.

NOW THEREFORE, the District and First Student hereby agree:

1. This Addendum shall be in effect through any period of time during which schools are closed as a result of a local or State order pursuant to paragraph 8 below.
2. First Student shall continue to be prepared to provide transportation pursuant to the Agreement as schools are permitted to reopen. To that end, First Student shall take all reasonable steps to retain personnel during this shutdown.
3. During this period of mandated closure, First Student shall be available to provide transportation services to the district as needed. This includes, but is not limited to, the delivery of lunches, school supplies, etc.
4. The District may provide bus aides or other personnel, as available, to assist with food and material distribution at sites and homes if needed.
5. During the period covered by this Addendum, the District shall continue to compensate First Student based upon the number regular bus runs that would have been scheduled through First Student had schools remained open. “Regular runs” do not include extracurricular, after school or late school runs. No additional compensation shall be paid for services provided during previously scheduled breaks/holidays.

- 6. There will be a 10% billing credit applied to the regular compensation in Paragraph 5 to account for some variable costs associated with the altered workload.
- 7. First Student shall use the compensation paid pursuant to Paragraph 5 to maintain operations, uphold compliance standards and retain bus drivers/key staff members to allow for immediate reinstatement of routes when schools open.
- 8. This addendum shall terminate upon the occurrence of the earlier of the following events:
 - a. Schools are permitted to open for regular instruction
 - b. The scheduled end of the 2019-2020 school year

➤ **Discussion**

Mr. Bouma asked for clarification.

The BA explained that because school is virtual, he negotiated a 10% discount. This is an addendum to the contract. Even though the kids aren't coming to school, we have to keep these contracts in place.

Moved: Charles Teufert

Seconded: Billy Underwood

Roll Call	Bouma	Brislin	Caramucci	Christmann	Underwood	Teufert	Plotsky	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

XIX. Adjournment

Motion Dale Bouma 2nd Paul Brislin
All in Favor
Time of Adjournment: 7:36PM