

**Montague Township Board of Education Meeting
Regular Action Meeting Minutes
May 8, 2024**

1. CALL TO ORDER at 6:30 p.m.

2. ROLL CALL

	Present	Absent
Andree Campbell, President	X	
Michael Zernhelt, Vice President	X	
Christopher Bell (tardy w/notice)	X 6:44 p.m. (late w notice)	
Paul Brislin	X	
Lisa D'Amore	X	
Tasha DeGeorge	X	
Jaime Johnson	X	

Others Present:	<u>Present</u>	<u>Absent</u>
James Andriac - Acting CSA	X	_____
Michael Bussow SBA/BS	X	_____
Joseph Garcia, Esq.	X (virtual)	_____

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 6:31 p.m.

Motion: Tasha DeGeorge 2nd: Jaime Johnson Voice Vote: All in Favor

Motion to close Executive Session at 6:53 p.m.

Motion: Christopher Bell 2nd: Michael Zernhelt Voice Vote: All in Favor

Motion to reopen Regular Meeting at 6:53 p.m.

Motion: Paul Brislin 2nd: Lisa D'Amore Voice Vote: All in Favor

7. CSA REPORT - James Andriac, Acting CSA - Our students competed in the agricultural science fair at Rutgers. We had 3 groups of students who placed 1st place in their categories. Congratulations to them and Ms. Van Gorden. Our track team did fantastic at the meet in Newton. Everyone of our relay teams placed and they all received ribbons. Upcoming assemblies/events include the Illusion Maker, Pep Rally, STEAM Museum, PreK Parade, field day, art show, talent show, tricky tray, color run, spring concert and track banquet. Thank you Mr. Zernhelt for helping PTA with field day.

8. SBA REPORT - Michael Bussow, SBA - Gave update on construction projects. Parking lot is progressing on schedule and painting should be completed by June 15. Electric budget, most of the equipment has been installed. We are working with JCP&L to do the connection outside. Most of the HVAC equipment has arrived. Will save money by having both crews at the property together. We received notice this week that our ESSER Performance report was accepted by the State so the funds are secured.

9. **CORRESPONDENCE** - Andree Campbell, President, read a letter from Town Hall regarding the spraying for the gypsy moths.

10. **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 April 10, 2024.

Moved: Christopher Bell

Seconded: Paul Brislin

Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES	x	x	x		x	x	x	6
NO								
ABSTAIN				x				1
ABSENT								

11. **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 6:59 p.m.

Motion: Christopher Bell

2nd: Lisa D'Amore

Voice Vote: All in Favor

Motion to close Public Comment at 7:00 p.m.

Motion Michael Zernhelt

2nd Tasha DeGeorge

Voice Vote: All in Favor

12. **FINANCE**

Andree Campbell made a motion to do a consent agenda for items F-1 through F-5

Moved: Michael Zernhelt

Seconded: Paul Brislin

F-1 BE IT RESOLVED that the Montague Township Board of Education approve the following modifications to the 2024-2025 fiscal year County approved school budget: Revenues increased due to using a \$53,750 Healthcare Adjustment and \$209,150 Banked Cap from 2021-2022. The total increased revenue is \$262,900. These funds will be allocated to Budget Line 76080. The approved budget remains as follows:

EXPENDITURES	REVENUE - GENERAL FUND
General Current Expense \$11,336,055.00	Local Tax Levy \$ 6,966,795.00
Special Revenue Fund \$ 1,395,492.00	Tuition Reserve \$ 0.00
Total Expenditures \$12,731,547.00	Unrestricted Misc. Funds \$ 125,000.00
	Maintenance Interest \$ 10,500.00
	Capital Reserve Interest \$ 25,000.00
	Ex Aid \$ 95,886.00
	State Aid \$ 2,210,289.00
	Federal Impact Aid \$ 165,599.00
	Fund Balance \$ 433,236.00
	Capital Reserve Withdrawal \$ 960,000.00
	Impact Aid Reserve Withdrawal \$ 343,750.00
	Total General Fund: \$11,336,055.00
	Special Revenue Fund + 1,395,492.00
	Total Revenue \$12,731,547.00

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

F-3 BE IT RESOLVED, at the recommendation of the Acting Superintendent that the Montague Township Board of Education approve the transfers adjustments from March 1, 2024 to March 31, 2024 (see attached).

F-4 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the April 11, 2024 through May 8, 2024 - Bill List listed below:

Fund 10	\$ 80,836.50
Fund 11	\$ 987,589.23
Fund 12	\$ 116,170.76
Fund 20	\$ 356,305.22
Fund 60	\$ 17,590.77
Fund 95	\$ 429.00
Grand Total	\$1,558,921.48

F-5 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the submission of the Special Education Extraordinary Aid (EXAID) application for fiscal year 2023-2024 and acceptance of the grant award.

Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

13. PERSONNEL

Motion made by Andree Campbell for Consent Agenda for items P-1 through P-13 - Mr. Garcia said we do not have pull out P-5 or P-12 for Ms. D'Amore. When it's time for her vote she would just recuse herself on those two items.

Moved: Christopher Bell Seconded: Tasha DeGeorge

Discussion: Mr. Bell started to ask about a few employees named in P-2 but Mr. Garcia said that it could not be discussed during the public session. Personnel has to be discussed in closed session if they were served Rice notices.

P-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **CHANDLER SMITH and RACHEL VAN GORDEN**, as softball club advisors with a \$1,000 stipend each per the MEA Agreement for the 2023-24 school year.

P-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following reappointments for the 2024-2025 school year and that contracts to employ be issued to the listed staff members:

ADMINISTRATIVE & NON-ADMINISTRATIVE STAFF (Individual Contracts)

Priscilla Ortiz, Vice Principal/Director of Early Childhood Education

Mark Romano, Director of Technology/Project Manager

David Miller, Director of School Facilities

Melinda Tanzola, Administrative Assistant to School Business Administrator/Human Resources

Dana Berry, Administrative Assistant to the Board Secretary/Human Resources/NJ Smart & Realtime Student Data Manager

Danielle Conklin, CSA Confidential Secretary/Food Service Coordinator/Public Relations

Lynn Frost, Administrative Assistant

Angel Bellis, Administrative Assistant

Rene Metzgar, Treasurer of School Monies

P-3 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following reappointments for the 2024-2025 school year:

TEACHERS (Collective Agreement) - TENURED

Name & Position

Jennifer Battikha, Elementary School Teacher

Carl Ferriere, Elementary School Teacher with Mathematics Specialization in Grades 5-8

Lorie Jeskey, Elementary School Teacher/Teacher of English/Teacher of the Handicapped

Clancey Lane, Elementary School Teacher Grades K-6/Elementary School with Subject Matter Specialization:World Language/Spanish in Grades 5-8

Melissa Neamand, Teacher of Art/Elementary School Teacher Grades K-6

Brenten Runne, Elementary School Teacher Grades K-6/Reading Specialist

Chandler Smith, Elementary School Teacher Grades K-6/Teacher of Students with Disabilities

Jody Taylor, Teacher of Music

Rachel Van Gorden, Teacher of Agriculture and Biological Science

Debra Vigorito, Elementary School Teacher

P-4 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following reappointments for the 2024-2025 school year:

TEACHERS (Collective Agreement) - NON-TENURED

Name & Position

Alyssa Allen, Teacher of Preschool through Grade 3/Teacher of Students with Disabilities

Bonnie Sue Bastin, Elementary School Teacher Grades K-6/Teacher of Students with Disabilities

Stacey Blasdell, Elementary School Teacher/Teacher of the Handicapped

Ashley Bongiorno, Elementary School Teacher Grades K-6/Teacher of Students with Disabilities

Kelly Boyle, School Counselor

Danielle Christimann, Elementary School Teacher Grades K-8

Jessica Coppolino, School Library Media Specialist/Teacher of English

Samantha Frost, School Social Worker/McKinney-Vento Liaison

Carol Geisel, Teacher of Preschool through Grade 3

Taylor Grant, Elementary School Teacher Grades K-6/Teacher of Students with Disabilities

Kelsey Hashagen, Elementary School Teacher Grades K-6/Teacher of Students with Disabilities

Emily Hoffman, Elementary School Teacher Grades K-6/Elementary School with Subject Matter Specialization: Social Studies in Grades 5-8/Teacher of Students with Disabilities

Molloy Jacobs, Teacher of Health and Physical Education

Sheridan Kapuscinski, Elementary School Teacher Grades K-6/Teacher of Students with Disabilities

Korinn Loriz, Teacher of Preschool through Grade 3/Teacher of Students with Disabilities

Annie Lutz, Maternity Leave Teacher

Kathleen Lynch, School Psychologist

Kerry McCormick, Elementary School Teacher Grades K-6

Elizabeth Palazzo, Elementary School Teacher in Grades K-6/Teacher of Students with Disabilities

Darah Pinzone, School Counselor

Jennifer Seminerio, Preschool Master Teacher/Teacher of Preschool through Grade 3

Devyn Smith, Elementary School Teacher Grades K-6/Teacher of Students with Disabilities

Michael Spina, Elementary School Teacher Grades K-6/Elementary School with Subject Matter Specialization: Language Arts/Literacy Specialization in Grades 5 - 8

Scott Tanner, Teacher of Health and Physical Education

Emily Tattersall, Elementary School Teacher Grades K-6

Katlyn Vallis, Teacher of Preschool through Grade 3

Jennifer Vankirk, LDTC

Emily Weiss, Elementary School Teacher in Grades K-6

Alexandria Zeim, Elementary School Teacher Grades K-6

P-5 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following reappointments for the 2024-2025 school year:

SECURITY & NURSE (Collective Agreement)

Michael D'Amore, Security Guard and School Safety Specialist

Allison Worzel, School Nurse

P-6 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following reappointments for the 2024-2025 school year:

PRESCHOOL PARAPROFESSIONALS (Collective Agreement): PEA Grant

Andrea Conklin

Aileen Donovan

Meghan Putera

Carolina Young

P-7 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following reappointments for the 2024-2025 school year:

NON-PRESCHOOL PARAPROFESSIONALS (Collective Agreement)

Andrea Bailey

Jessica Blake

Heather Braunius

Tracy Edwards

Kristen Fazzio

Martha Lucia Salinas (Part-time)

Kaisha Schenk

Margaret Szala

Emma Vankirk

Jacqueline Zinzi

P-8 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following reappointments for the 2024-2025 school year:

CUSTODIANS (Collective Agreement)

Tabatha Lynn-Hall

Hao La

Daniel Dawson

Jason Saavedra

P-9 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following reappointments for the 2024-2025 school year:

BUS DRIVERS (Collective Agreement)

Lyndsey Brigham

James Cicalese

Gary Dennison

Kathleen Donovan

Tara Fansler

Ida Hickey

P-10 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following reappointments for the 2024-2025 school year:

BUS AIDES (Collective Agreement)

Andrea Bailey
 Jessica Blake
 Heather Brauinis (as needed)
 Andrea Conklin (as needed)
 Aileen Donovan
 Kristen Fazio
 Meghan Putera
 Martha Lucia Salinas (Part-time)
 Margaret Szala (as needed)
 Emma Vankirk
 Jacqueline Zinzi (as needed)

P-11 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following reappointment for the 2024-2025 school year:

CAFETERIA STAFF (Collective Agreement)

Tracy Greco, Cafeteria Manager
 Kitty Wurst, Lunch Aide (Part-time)

P-12 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the following substitutes for the 2024-2025 school year:

- Susan Harris
- Penelope Hewitt
- Ivette Manning
- Heather D'Amore-Maselli
- Sabrina Morgan
- Kevin Waleck (Substitute Custodian @ \$20.00 per hour)
- Yakelin Cirroto (Substitute Custodian @ \$20.00 per hour)
- Lisa Cirello (Substitute Nurse)
- Kimberley Unhoch (Substitute Security Guard @ \$25.00 per hour)

P-13 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve **SHELLY MARTIN** as a full time flex bus driver (salary Step P), pending background check and review of Driver History Abstract, for the 2024-2025 school year with a start date of August 28, 2024.

Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES	x	x	x	X for all except for P-5 & P-12	x	x	x	7 for all except P-5 & P12 6
NO								
ABSTAIN				X for P-5 & P-12				1
ABSENT								

14. BUILDINGS AND GROUNDS

Andree Campbell made a motion to do a consent agenda for items BG-1 through BG-3

Moved: Michael Zernhelt

Seconded: Tasha DeGeorge

BG-1 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 the HVAC Upgrades at the Montague Township School.

WHEREAS, this project requires the preparation of schematic drawings, and schematic submission to the State of New Jersey Department of Education for the purpose of review and approval as an “Other Capital Project” which is not seeking state funding. This is a non-educational project that will be funded through ESSR II and/or ESSR III funding sources.

WHEREAS, this project is consistent with the current Long-Range Facilities Plan.

NOW THEREFORE, BE IT RESOLVED, that the Montague Township Board of Education authorizes DMR Architects to prepare and submit the New Jersey Department of Education documentation for the HVAC Upgrades at the Montague Township School.

BG-2 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve DMR Architect's Proposal for the installation of Rooftop Units on the cafeteria and gymnasium along with a VRF System in the main office dated April 4, 2024 (DMR Proposal #M2024-056) in the amount of \$37,000.00.

BG-3 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Montague PTA's request for Use of Facilities or Grounds for the following: Cafeteria usage for their General Membership meeting Monday, May 20, 2024 from 6PM to 8PM.

Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

15. ADMINISTRATION

A-1 BE IT RESOLVED, at the recommendation of the Acting Superintendent, that the Montague Board of Education approve the 3rd Grade Field to Legoland at the cost of \$765.30 plus cost of transportation.

Moved: Tasha DeGeorge

Seconded: Michael Zernhelt

Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

16. LIAISON REPORTS

- High Point - Tasha DeGeorge - May 16th is their Junior Prom, May 24th is the senior dinner cruise is and they are having a food drive right now for the food pantry, June 4th is 8th grade picnic
- Montague PTA -Michael Zernhelt - Discount cards are due May 12. Staff Appreciation week is May 13-17. They will be purchasing shirts and pizza for field day. Tricky Tray is June 1. End of Year Family Picnic is June 8.
- Sussex County Charter/Tech School - Andree Campbell - It's all business however Tasha DeGeorge provided information that Sussex Charter will be have a summer camp
- School Board Association - Andree Campbell - Nothing to report at this time

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 7:09 p.m.

Motion Michael Zernhelt 2nd Paul Brislin Voice Vote: All in Favor

Motion to close Public Comment at 7:10 p.m.

Motion Tasha DeGeorge 2nd Jaime Johnson Voice Vote: All in Favor

18. ADJOURNMENT

Motion Michael Zernhelt 2nd Tasha DeGeorge Voice Vote: All in Favor

Time of Adjournment: 7:10 p.m.

Next Meeting - Wednesday, June 12, 2024 at 6:30 p.m.

Respectfully submitted,

Dana Berry

DANA BERRY

Administrative Assistant to the Board Secretary