

**Montague Township Board of Education Meeting  
Regular Action Meeting Minutes  
September 11, 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		x
Paul Brislin	x	
Lisa D'Amore	x	
Tasha DeGeorge	x	
Jaime Johnson	x	

Others Present:

	<u>Present</u>	<u>Absent</u>
James Andriac - CSA	x	_____
Michael Bussow, SBA/BS	x	_____
Joseph Garcia, Esq. – Board Atty.	x	_____
Dana Berry, Adm. Asst. to Bd. Sec.	x	_____

**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 6:32 p.m.

Motion Tasha DeGeorge                      2<sup>nd</sup> Paul Brislin                      Voice Vote: All in Favor

Motion to close Executive Session at 7:00 p.m.

Motion Michael Zernhelt                      2<sup>nd</sup> Lisa D'Amore                      Voice Vote: All in Favor

Motion to reopen Regular Meeting at 7:00 p.m.

Motion Paul Brislin                      2<sup>nd</sup> Tasha DeGeorge                      Voice Vote: All in Favor

**7. CSA REPORT - James Andriac, Superintendent -** The first week of school was very successful. Back to school night is Sept. 12th from 6PM to 8PM. Board members are welcome to attend Back to School night. Produce stand will be set up. Drop and pick up is being worked on. Please have the students ready to get out of the car to help keep the traffic flowing. Please remember to send in your free and reduced lunch forms. It helps with our funding.

**8. SBA REPORT - Michael Bussow, SBA** - The parking lot is fully open. We have adjustable LED lights and are waiting for some planting. The electrical upgrade has been completed. The HVAC is near completion. The rooftop units should be installed soon. We have expired all of our federal funding from the last few years and those final reports will be submitted in September. We did very well using everything we could and applying it to all the projects. As Mr. Andriac stated regarding the free and reduced lunch, the qualifying levels in NJ have changed. The income levels have been raised so more people will be able to qualify. The school zone lights out on 206 have been repaired and have been set for automatic. Mr. Andriac stated that those lights definitely need to be repaired as the custodians had to manually turn them on in the morning and afternoon. Also, there is a bid acceptance on the agenda tonight. We are looking into getting a pool barn and digital sign out front. We do have room in our construction budget for that.

**9. BOARD PRESIDENT'S REPORT - Andree Campbell, President** - Both soccer and cross country have started their practices and the first cross country home game is Tuesday, Sept. 17 at 4PM and the first PEP Rally is on the 17th too and the Unplugged game club starts next week.

# **10. APPROVAL OF MINUTES**

**BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve Regular Action Meeting Regular Minutes and the Executive Minutes of August 14, 2024 and the Special Meeting Minutes of August 28, 2024.

Moved:

Seconded: Jaime Johnson

Roll Call	Bell	Brislin	Campbell	D'Amore	DeGeorge	Johnson	Zernhelt	Total
YES		x	x	x	x	x	X for August 14, 2024	6 for August 14, 2024
NO								
ABSTAIN							X for August 28, 2024	1 for August 28, 2024
ABSENT	x							1

# **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 7:07 p.m.

Motion Paul Brislin 2<sup>nd</sup> Tasha DeGeorge

Voice Vote: All in Favor

Motion to close Public Comment at 7:08 p.m.

Motion Michael Zernhelt 2<sup>nd</sup> Tasha DeGeorge

Voice Vote: All in Favor

# **12. FINANCE AND INSURANCE**

**Andree Campbell asked for a motion for a consent agenda for items F-1 through F-5**

**Motion: Tasha DeGeorge 2<sup>nd</sup> Michael Zernhelt**

**F-1 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the August 15, 2024 through September 11, 2024 - Bill's List listed below:

Fund 10	\$ 1,414.82
Fund 11	\$373,621.01
Fund 12	\$ 925.00
Fund 20	\$164,375.59
Fund 95	\$ 324.00
Grand Total	\$540,660.42

**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 **July 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 Superintendent, that the Montague Township Board of Education approve the transfer report posted as of July 31, 2024..

**F-4 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Tuition Contract Agreement between the Broadstep Academy and the Montague Board of Education for **Student ID#160002** for the 2024-2025 ESY program commencing July 1, 2024 until August 12, 2024 with a tuition charge of \$16,674.90 (30 billable days at \$555.83) and \$4,350.00 for Extraordinary Services).

#### **F-5 APPROVAL OF BID CONTRACTS - ADDITION TO SCHOOL**

**WHEREAS**, the Montague Township Board of Education advertised for bids for the addition of the Montague Township School and a total of ten (10) bids were received on September 6, 2024; and

**WHEREAS**, upon review of the bids, the Board's Architect, DMR Architects, have recommended the awarding of the contract to Pal-Pro Builders, LLC;

**WHEREAS**, Pal-Pro Builders, LLC has submitted a base bid of \$3,290,000.00 and an additional \$25,000 for Alternate FA-1 (a copy of which is on file in the office of the Board Secretary/BA);

**WHEREAS**, upon review by DMR Architects, it appears that Pal-Pro Builders, LLC's bid is complete in all respects, does not substantially exceed the budget or cost estimates, and is the lowest responsive and responsible bidder for the Project.

**NOW, THEREFORE, BE IT RESOLVED** at the recommendation of the Superintendent, that the Montague Township Board of Education accept and award the project to Pal-Pro Builders, LLC in the amount of \$3,315,000.00.

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

### **13. PERSONNEL**

**Andree Campbell asked for a motion for a consent agenda for items P-1 through P-4**

**Moved: Paul Brislin**

**Seconded: Jaime Johnson**

**P-1 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve maternity leave for **Employee ID #10870602** beginning on or about October 1, 2024 with the intent to return on or about May 1, 2025.

**P-2 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve **PENNY SNOOK** as part-time bus driver at \$25.00/hr, pending background check and review of Driver History Abstract, for the 2024-2025 school year.

**P-3 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the Social Worker/Child Study Team Coordinator job description.

**P-4 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve **DANIELLE CONKLIN** as Yearbook Advisor with a \$1,000 stipend for the 2024-25SY.

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

#### 14. POLICIES and REGULATIONS

**PL-1 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the second reading and final reading of the following policies:

- Policy 1140 - Educational Equity Policies/Affirmative Action (M) (Revised)
- Policy 1523 - Comprehensive Equity Plan (M) (Revised)
- Policy 1530 - Equal Employment Opportunity (Revised)
- Regulation 1530 - Equal Employment Opportunity Complaint Procedure - (M) (Revised)
- Policy 1550 - Equal Employment/Anti-Discrimination Practices - (M) (Revised)
- Regulation 2200 - Curriculum Content – (M) (Revised)
- Policy & Regulation 2260 - Equity in School and Classroom Practices - (M) (Revised)
- Policy 2411 - Guidance Counseling – (M) (Revised)
- Policy & Regulation - 2423 - Bilingual Education – (M) (Revised)
- Policy & Regulation - 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries - (M) (Revised)
- Policy 3211 - Code of Ethics (Revised)
- Regulation 5440 - Honoring Student Achievement (Revised)
- Policy 5570 - Sportsmanship (Revised)
- Policy 5750 - Equitable Educational Opportunity - (M) (Revised)
- Policy 5755 - Equity in Educational Programs and Services - (M) (ABOLISHED)
- Policy 5841 - Secret Societies (Revised)
- Policy 5842 - Equal Access of Student Organizations (Revised)
- Policy & Regulation - 7610 - Vandalism – (Revised)
- Policy 9323 - Notification of Juvenile Offender Case Disposition (Revised)
- Policy 0141 - Board Member Number and Term (Revised)
- Policy 0141.1 - Board Member Number and Term – Sending District (Revised)
- Policy 0141.2 - Board Member Number and Term – Receiving District - (Revised)
- Policy 2200 - Curriculum Content - (M) (Revised)
- Policy & Regulation 3160 - Physical Examination (M) (Revised)
- Policy & Regulation 4160 - Physical Examination (M) (Revised)
- Regulation 5200 - Attendance (M) (Revised)
- Policy 5350 - Student Suicide Prevention (M) (Revised)
- Policy 7231 - Gifts From Vendors (M) (ABOLISHED)
- Policy 8420 - Emergency and Crisis Situations (M) (Revised)
- Policy & Regulation 8467 - Firearms and Weapons (M) (Revised)
- Policy 9181 - Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)

**Moved: Tasha DeGeorge**

**Seconded: Lisa D'Amore**

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

**15. BUILDING AND GROUNDS**

Andree Campbell asked for a motion for a consent agenda for items BG-1 and BG-2

Moved: Michael Zernhelt      Seconded: Jaime Johnson

**BG-1 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township 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
Sept. 27, 2024 Nov. 5, 2024 Jan.8, 2025 March 4, 2025 May 5, 2025 June 3, 2025	Cafeteria & Bathrooms 6PM to 9PM	General Meeting/Movie night for kids	20
Sept. 24, 2024	5 Parking Spaces 10AM to 7PM	Mum Sale dropoff & pickup date	N/A
Oct. 25, 2024	Cafeteria, Gym & Bathrooms 4PM to 9:30PM	Halloween Dance	300
Nov. 15, 2024	Cafeteria & Bathrooms 4PM to 9:30PM	Monty's Birthday	120

**BG-2 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township of Education approve the use of district facilities by the following community groups who have filed the proper application and permit form and have submitted proof of necessary insurance coverage:

Dates	Location & Time	Requested By	Purpose of Use	# of People Expected
Nov. 23, 2024 Saturday	Cafeteria, Gym, Bathroom & Hallway 2PM to 6:30PM	Salt and Light Community Church	Thanksgiving Community meal and activities	100 (25 adults)

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

**16. ADMINISTRATION**

Andree Campbell asked for a motion for a consent agenda for items A-1 through A-7

Moved: Tasha DeGeorge      Seconded: Lisa D'Amore

(Please note that there was no A-3. The paragraphs were misnumbered)

**A-1 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Township Board of Education approve the District and Board goals for the 2024-2025 school year.

**A-2 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education, approve the Montague Township School District - Annual Nursing Services Plan 2024-2025 (N.J.S.A. 6A:16-2.1 through 2.5).

**A-4 BE IT RESOLVED**, at the recommendation of the Superintendent, the Montague Township Board of Education approve **Alicia Citro, Vice Principal, Michael D'Amore, Security Guard, Darah Pinzone, School Counselor, Megan Stewart, School Counselor, Melinda Linder, School Psychologist, Samantha Frost, Social Worker and Lorie Jeskey, Teacher**, as the School Threat Assessment Team.

**A-5 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve the 1st Grade Field Trip to Space Farms on October 9, 2024 (rain date Oct. 23, 2024) at the cost of approximately \$570.00 (transportation provided).

**A-6 BE IT RESOLVED**, at the recommendation of the Superintendent, that the Montague Board of Education approve the 4th Grade Field Trip to Medieval Times on November 15, 2024 at the cost of approximately \$1,230.60 plus the cost of transportation.

**A-7 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 Integrated Pest Management Training session at Warren County Vo-Tech on Friday, October 11, 2024. (Integrated Pest Management (IPM) training sessions are offered for school IPM Coordinators and other school personnel with administrative responsibilities that accord with the IPM law. IPM Coordinators receive certification of attendance to fulfill the MANDATORY training requirement as stated in the NJDEP Pesticide Control Program regulations at N.J.A.C. 7:30-13.3).

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

#### 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 7:12 p.m.

Motion Jaime Johnson 2<sup>nd</sup> Tasha DeGeorge Voice Vote: All in Favor

Motion to close Public Comment at 7:12 p.m.

Motion Michael Zernhelt 2<sup>nd</sup> Paul Brislin Voice Vote: All in Favor

#### 18. NEW BUSINESS - Michael Zernhelt reported on PTA upcoming events

#### 19. ADJOURNMENT

Motion Michael Zernhelt 2nd Jaime Johnson Voice Vote: All in Favor

Time of Adjournment: 7:14 p.m.

Respectfully submitted,

*Dana Berry*

DANA BERRY  
Assistant to the Board Secretary

Next board meeting: October 9, 2024 at 6:30 p.m.