

**Montague Board of Education  
Regular Meeting  
April 24, 2013**

**Call to Order/ Flag Salute/Roll Call**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
Beverly Borrego	X	
Thomas Bolen III	X	
George Gelderman	X	
Barbara Holstein	X	
Sheila Hughes		X
James Marion	X	
Adrienne Raefski	X	

**Others Present:**

Janice L. Hodge, Chief School Administrator/Principal  
John W. Waycie, School Business Administrator/Board Secretary  
Cherie Adams, Esq., Board Attorney

In accordance with the New Jersey Open Public Meeting Act, a legal notice of this meeting has been posted on the official bulletin board at the school and advertised in the New Jersey Herald

**Superintendent's Report:**

- Congratulations to Joshua Taylor, Montague's Student of the Year, and parents Steve and Heather Taylor .
- NJ Ask testing will begin in May
- The annual Spring Concert is scheduled for May 23<sup>rd</sup>
- Sixth Grade promotion is scheduled for June 20<sup>th</sup>

**Old Business: Transition update by Ms. Borrego**

**New Business:**

**Approval of Minutes**

**March 27, 2013 – Regular Meeting**

**March 27, 2013 – Executive Meeting**

Motion by Mr. Bolen, seconded by Ms. Raefski

All in Favor

Motion Carried

**Open to Public (Agenda Items Only)**

During this portion of the meeting, the residents are invited to address the Board with any comments or concerns that may be in respect to the operation of their school.

**Motion to open public comment at 7:10 p.m.**

Motion by Mr. Marion, seconded by Ms. Raefski

All in Favor

Motion Carried

Mrs. Olenick asked when was the first day of school.

**Motion to close public comment at 7:14p.m.**

Motion by Ms. Raefski, seconded by Mr. Bolen

All in Favor

Motion Carried

**Administration**

**AD 1. Bank Depositories**

**BE IT RESOLVED, that the Board of Education of the Township of Montague approve the following banks to act as a depository for public funds, and that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below:**

<b><u>ACCOUNT</u></b>	<b><u>SIGNATORIES</u></b>	<b><u>BANK</u></b>
<b>General Fund and Capital Reserve Acct.</b>	<b>Board President Board Secretary Treas. Of School Monies</b>	<b>Sussex Bank</b>
<b>Payroll Agency</b>	<b>Payroll Clerk Treas. Of School Monies Board Secretary</b>	<b>Sussex Bank</b>
<b>Payroll Account</b>	<b>Payroll Clerk Treas. Of School Monies Board Secretary</b>	<b>Sussex Bank</b>
<b>Unemployment Insurance</b>	<b>Payroll Clerk Board Secretary</b>	<b>Sussex Bank</b>
<b>Summer Savings</b>	<b>Payroll Clerk Board Secretary</b>	<b>Sussex Bank</b>
<b>Student Council</b>	<b>Board Secretary Accounts Payable</b>	<b>Sussex Bank</b>

**Cafeteria Account                      Lunch Program Coord.                      Sussex Bank**  
**Board Secretary**

**N.J. Cash Management                      Board Secretary                      Citi Fund Services**  
**Accounts Payable**

**AD 2. Establishment of Procedure for Signing of Checks**

**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, the Board Secretary and the Treasurer of School Moneys shall be required on checks issued in payment of bills; and**  
**BE IT FURTHER RESOLVED, that the signature or facsimile signature of the Treasurer of School Moneys shall be required on all checks issued with respect to payroll; and**  
**BE IT FURTHER RESOLVED, that the signatures of the Board President and the Treasurer of School Moneys and the original signature of the Board Secretary or Chief School Administrator shall be required on all checks included on the bills list; 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.**

**AD 3. Designation of Official Newspaper for Legal Notices**

**BE IT RESOLVED, That The New Jersey Herald be designated the official newspaper for legal notices and the The Star Ledger be so designated should it be impossible to advertise in the The New Jersey Herald for reasons of timely notice, emergency, or other reasons.**

**AD 4. Board Policies**

**BE IT RESOLVED, that the written Bylaws, Board Policies, Regulations, and Job Descriptions previously and duly adopted are hereby adopted by this Board and shall govern all actions and business to come before this Board.**

**AD 5. School-Wide Curriculum**

**BE IT RESOLVED, that the Montague Board of Education, approve the language arts, math, science, social studies, physical education/health, computer education, library/learning enrichment activities program (L.E.A.P.), world culture/language, art, and music curricula, aligned to the appropriate NJCCS or CCSS.**

**AD 6. Textbooks**

**BE IT RESOLVED**, that the Montague Board of Education, approve the use of Core Knowledge Sequence MacMillian Math, Pearson/Scott Foresman Social Studies and Science, and Harcourt Health respective guides and resource materials.

**AD 7. Petty Cash Fund**

**WHEREAS**, the Board of Education has established a petty cash fund for the purpose of making immediate payments of comparatively small amounts; and

**WHEREAS**, the State Board of Education has amended N.J.A.C. 6:20-2.10 to establish requirements, which strengthen the fiscal controls and accountability for petty cash funds.

**BE IT RESOLVED**, upon recommendation of the Business Administrator that the Montague Board of Education approve the following Petty Cash Account to be established and replenished by the rules and regulations for Petty Cash Funds:

**CENTRAL BOARD OFFICE - \$200 – Signatory: Business Administrator/Accounts Payable. Individual amounts are not to exceed \$100.00**

**AD 8. Investment Authorization**

**BE IT RESOLVED**, that the School Business Administrator, be designated as the person responsible for any and all Board of Education investments for the 2013-2014 school year.

**AD 9. Appoint Board Attorney**

**BE IT RESOLVED**, that the Montague Board of Education appoint Cherie Adams, Esq., of the firm of Adams, Stern, Gutierrez & Lattiboudere, LLC, to serve in the capacity of School Board Attorney for the 2013-2014 school year for the Board concerning litigation and other pending legal matters.

**AD 10. Appoint Treasurer of School Moneys (N.J.S.A. 18A: 17-31)**

**BE IT RESOLVED**, that the Board of Education appoints Ms. Michelle LaStarza as Treasurer of School Moneys effective July 1, 2013 through June 30, 2014, at a yearly salary of \$3,200.

**AD 11. Appoint Auditor**

**BE IT RESOLVED**, that the Board of Education appoints the firm of Nisivoccia, LLP as School Auditor effective July 1, 2013, through June 30, 2014. The estimated fee for 2013-2014 is \$20,834.

**AD 12. Appoint Insurance Agent**

**BE IT RESOLVED, that the Board of Education appoints Mr. David Kerr of R.C. Lain, Inc., as insurance agent effective July 1, 2013, through June 30, 2014.**

**AD 13. Appoint School Physician**

**BE IT RESOLVED, that the Board of Education appoints Dr. James Porter as School Physician effective July 1, 2013, through June 30, 2014, at a rate of \$50.00 per exam. Review of Annual Nursing Care Plan \$100.00.**

**AD 14. Appoint Occupational Therapist**

**BE IT RESOLVED, that the Board of Education appoints the firm of J & B Occupational Therapy, LLC, as Montague Elementary School Occupational Therapy Provider effective July 1, 2013, through June 30, 2014, at a rate of \$91 per hour.**

**AD 15. Appoint Physical Therapist**

**BE IT RESOLVED, that the Board of Education appoints Mrs. Donna Conklin as Montague Elementary School Physical Therapist effective July 1, 2013, through June 30, 2014, at a rate of \$72 per hour.**

**AD 16. Appoint Health Benefits Agent**

**BE IT RESOLVED, that the Board of Education appoints Willis North America, as Health Benefits Agent of record for the 2013-2014 school year.**

**AD 17. Appoint Water/Septic Operator**

**BE IT RESOLVED, that the Board of Education approve Mr. Bill Grennille as licensed septic system operator and licensed water operator, at the rate of NTE \$175.00 per month and \$ 100.00 per month respectively, for the 2013-2014 school year.**

**AD 18. Appoint Architect**

**BE IT RESOLVED, that the Board of Education appoints the firm of Parette-Somjen Architects LLC as School Architect effective July 1, 2013 through June 30, 2014.**

**AD 19. Appoint Designated Persons**

**BE IT RESOLVED, that the Board of Education appoint the following designated persons, effective July 1, 2013, through June 30, 2014:**

**Attendance Officer – Principal/Assistant Principal**

**Custodian of Records – Business Administrator**

**Public Agency Compliance Officer – Business Administrator**

**Affirmative Action Officer – Assistant Principal**  
**Section 504 Officer – Principal**  
**Asbestos Hazard Emergency Response Act – Business Administrator**  
**Right to Know – Business Administrator**  
**OSHA Lockout/Tagout – Business Administrator**  
**Americans with Disabilities Officer ADA – School Nurse**  
**Antibully Specialists- School Social Workers**  
**Antibully Coordinator: Assistant Principal**  
**CST Coordinator- School Learning Consultant**

**These appointments, as assigned by the CSA, are at no additional cost to the Board, nor are they compensated through any contractual stipends.**

**AD 20. Tax Sheltered Annuity Companies**

**BE IT RESOLVED, that upon the recommendation of the Business Administrator, the current Tax Sheltered Annuity Companies, open for enrollment to any Montague Board of Education employee for the 2013-2014 school year:**

**Equitable Life                      Lincoln Life**

**AD 21. BE IT RESOLVED, that the Montague Board of Education approve the 2013-2014 school calendar.**

**ATTACHMENT AD-21**

Motion to approve AD 1 thru AD 21 by Mr. Bolen, seconded by Ms. Raefski  
Vote 6-0  
Motion Carried

**ADIMINSTRATION**

**AD 22. BE IT RESOLVED, that the Montague Board of Education approve Parette-Somjen Architects to develop: (1.) the design elements and a cost estimate for modular classrooms/labs with expansion of existing cafeteria, gym and Media Center for a middle school as required by the New Jersey DOE, and (2) update the school district's current Long Range Facility Plan as required by the New Jersey DOE, at a cost of \$9,000.**

Motion Mr. Bolen, seconded by Ms. Raefski  
Vote 6-0  
Motion Carried

**Personnel**

**P 1. BE IT RESOLVED, that the Montague Board of Education approve the travel and related expense reimbursement for the personnel as indicated on the April 24, 2013 travel/reimbursement form.**

**ATTACHMENT P-1**

Motion Mr. Bolen, seconded by Mr. Marion  
Vote 6-0  
Motion Carried

**Finance**

**FI 1. BE IT RESOLVED, that the Montague Board of Education accept the School Treasurer's Financial Report for the month of February 2013 (FY2013).**

**ATTACHMENT FI 1**

**FI 2. BE IT RESOLVED, that the Montague Board of Education accept the Board Secretary's Financial Report for the month of February 2013 (FY2013).**

**ATTACHMENT FI 2**

**FI 3. BE IT RESOLVED, that the Montague Board of Education approve the April 24, 2013 Bill List attached and listed below:**

	<u>Check Numbers</u>	<u>Amount</u>
Regular Bill List	#19338- #19405	\$716,315.27
Lunch Bill List	#1505- #1509	\$8,828.44

**ATTACHMENT FI 3**

**FI 4. BE IT RESOLVED, that the Montague Board of Education approve the Transfers as listed for April 24, 2013 (FY 2013)**

**ATTACHMENT FI 4**

**FI 5. BE IT RESOLVED, that the Montague Board of Education certifies that pursuant to NJAC 6A: 23-16.10 (c), as of February 28, 2013 the appropriations section of the budget did not reflect any over expenditures in any of the major accounts or funds, and based upon the appropriation balances reflected and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year.**

Motion Gelderman, seconded by Mr. Bolen  
Vote 6-0  
Motion Carried

**Building, Grounds and Transportation**

**BGT 1. BE IT RESOLVED, that the Montague Board of Education approve the application for use of school facilities made by the Montague Recreation Committee for Trail Blazers Day Camp Scholarship, charging \$3.00 for admission.**

<u>GROUP</u>	<u>PURPOSE/ROOM</u>	<u>DATE</u>	<u>TIME</u>
Montague Recreation	7 <sup>th</sup> - 8 <sup>th</sup> - 9 <sup>th</sup> grade dance Trail Blazers Day Camp Scholarship	6/28/13	5:30-9:00PM

Please Note: This approval is to authorize use of the facilities to a specific group/organization for the purpose indicated above and in no way burdens the Montague School or Board of Education with the responsibility of notification of any cancellations for whatever reason. Notification of cancellation or adjustment to the dates indicated is the sole responsibility of the Group/Organization named above.

Motion by Mr. Bolen, seconded by Mr. Marion  
Vote 6-0  
Motion Carried

**Open to Public (Any Items)**

During this portion of the meeting, the residents are invited to address the Board with any comments or concerns that may be in respect to the operation of their school.

**Motion to open public comment at 7:20 p.m.**

Motion by Mr. Marion, seconded by Ms Raefski  
All in Favor  
Motion Carried

There were extended comments from the public, both pro and con for the transition of students to New Jersey and also the possibility of modular construction to provide 7<sup>th</sup> and 8<sup>th</sup> grade to Montague students.

**Motion to close public comment at 8:20 p.m.**

Motion by Mr. Gelderman, seconded by Ms. Raefski  
All in Favor  
Motion Carried

**Executive Session**

**BE IT RESOLVED, that the Montague Board of Education recess and proceed to Executive Session to review legal/personnel matters.**

**Motion to open Executive Session at 8:20p.m.**

Motion Ms. Raefski, seconded by Ms. Holstein  
All in Favor  
Motion Carried

**Motion to close Executive Session at 8:45 p.m.**

Motion Ms. Holstein, seconded by Mr. Marion  
All in Favor  
Motion Carried

**Motion to resume Regular Meeting Agenda at 8:45p.m.**

Motion Mr. Gelderman, seconded by Ms. Raefski  
All in Favor  
Motion Carried

**Personnel**

**P 2. BE IT RESOLVED, that the Montague Board of Education ratify the employment of William Jeskey as a Part Time custodian effective February 5, 2013 at an hourly rate of \$15.14 (No benefits).**

**P 3. BE IT RESOLVED, that the Montague Board of Education ratify the employment of Philip Descarfino as a Part Time custodian effective April 17, 2013 at an hourly rate of \$15.48 (No benefits).**

**P 4. BE IT RESOLVED, that the Montague Board of Education approve the employment of Donna Smith as a Part Time custodian effective May 1, 2013 at an hourly rate of \$14.81 (No benefits).**

**P 5. BE IT RESOLVED, that the Montague Board of Education accepts the letter of retirement, with regret, from Mrs. Allison Barone effective July 1, 2013.**

Motion by Ms. Holstein, seconded by Mr. Gelderman

Vote 6-0 #1-#4

Vote 5-1 #5 Mr. Bolen –no

Motion Carried

### **Adjournment**

**Motion to adjourn meeting at 8:47 p.m.**

Motion Ms. Raefski

All in Favor

Motion Carried