

**Montague Board of Education  
Regular Meeting  
June 25, 2014**

**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	
Adrienne Raefski	X	
Diane Cole	X	
Sally Kurtzman	X	
Debra Osborne	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:**

**Mrs. Hodge congratulated the K-5 students who were recognized at Monday's Award Assembly and congratulated the sixth grade students and their parents**

**Assistant Principal, Christopher Gregory- Semi-annual HIB report for the 2013-2013-2014 school year**

**Old Business:**

**Reports given by chairs of the Transition Committee and the Personnel/Negotiating Committee**

**New Business:**

**BE IT RESOLVED, that the Board of Education of the Township of Montague Business Administrator send a letter to Governor Christie recommending he veto A2873/S770 (privatizing of services used by schools).**

Motion by Mrs. Cole, seconded by Ms. Raefski  
Vote 7-0  
Motion Carried

## Approval of Minutes

**May 27, 2014- Workshop**  
**May 28, 2014 – Regular Meeting**  
**May 28, 2014 – Executive Meeting**

Motion by Mr. Gelderman, seconded by Mr. Bolen  
All in Favor  
Motion Carried

## Open to Public (Any Item)

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 7:19 p.m.

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

Mrs. Bisl said thank you for the promotion ceremony and for keeping it all together after the passing of Mr. Finnegan

Mrs. Olenick expressed her concern that the law was not being followed in transition from Port Jervis. Wants outside counsel.

## Motion to close public comment at 7:25 p.m.

Motion by Ms. Raefski, seconded by Mrs. Cole  
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:**

<u>ACCOUNT</u>	<u>SIGNATORIES</u>	<u>BANK</u>
General Fund and Capital Reserve Acct.	Board President Board Secretary Treas. Of School Monies	Sussex Bank
Payroll Agency	Payroll Clerk Treas. Of School Monies Board Secretary	Sussex Bank

<b>Payroll Account</b>	<b>Payroll Clerk</b> <b>Treas. Of School Monies</b> <b>Board Secretary</b>	<b>Sussex Bank</b>
<b>Unemployment Insurance</b>	<b>Payroll Clerk</b> <b>Board Secretary</b>	<b>Sussex Bank</b>
<b>Summer Savings</b>	<b>Payroll Clerk</b> <b>Board Secretary</b>	<b>Sussex Bank</b>
<b>Student Council</b>	<b>Board Secretary</b> <b>Accounts Payable</b>	<b>Sussex Bank</b>
<b>Cafeteria Account</b>	<b>Lunch Program Coord.</b> <b>Board Secretary</b>	<b>Sussex Bank</b>
<b>N.J. Cash Management</b>	<b>Board Secretary</b> <b>Accounts Payable</b>	<b>Citi Fund Services</b>

**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 Times Herald Record 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, 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 Pearson instructional resources for language arts, math, social studies and science; Core Knowledge Sequence 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 \$200.00**

### **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 2014-2015 school year.**

Motion by Ms. Raefski, seconded by Mr. Gelderman to approve AD 1 thru AD 8  
Vote 7-0  
Motion Carried

**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 2014-2015 school year for the Board concerning litigation and other pending legal matters.**

Motion by Mr. Bolen, seconded by Ms. Raefski  
Vote 6-1 (Mrs. Cole-no)  
Motion Carried

**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, 2014 through June 30, 2015, 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, 2014, through June 30, 2015. The estimated fee for 2014-2015 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, 2014, through June 30, 2015.**

**AD 13. Appoint School Physician**

**BE IT RESOLVED, that the Board of Education appoints Dr. James Porter as School Physician effective July 1, 2014, through June 30, 2015, 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 and Speech Therapy Provider effective July 1, 2014, through June 30, 2015, 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, 2014, through June 30, 2015, 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 2014-2015 school year.**

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

**BE IT RESOLVED, that the Board of Education approve Mr. Bill Grenille 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 2014-2015 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, 2014 through June 30, 2015.**

Motion Mrs. Kurtzman, seconded by Ms. Raefski  
Vote 6-1 (Mrs. Cole- no)  
Motion Carried

**AD 19. Appoint Designated Persons**

**BE IT RESOLVED, that the Board of Education appoint the following designated persons, effective July 1, 2014, through June 30, 2015:**

**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 2014-2015 school year:**

**Equitable Life                      Lincoln Life**

**AD 21. BE IT RESOLVED, that the Montague Board of Education approve the May 21, 2014 through June 30, 2014 Special Education Tuition Contract with Northern Hills Academy for (--9359) at an estimated cost of \$9841.**

**AD 22. BE IT RESOLVED, that the Montague Board of Education approve the July 1, 2014 through August 12, 2014 Special Education Tuition and the September 3, 2014 through June 30, 2015 Special Education Tuition Contract with Lakeland Regional School District for (--8301) at an estimated cost of \$17,022 and \$102,070 respectively.**

**AD 23. BE IT RESOLVED, that the Montague Board of Education approve the July 9, 2014 through August 8, 2014 Special Education with DCCF of Budd Lake, NJ for (-9359) at an estimated cost of \$7,000.**

**AD 24. BE IT RESOLVED, that the Montague Board of Education approve the 2014-2015 Health and Environmental Safety Services Agreement with the Educational Services Commission of Morris County at a total cost of \$2,440.**

Motion by Mr. Gelderman, seconded by Mr. Bolen to approve AD- 10 thru AD- 17 and AD-19 thru AD- 24.  
Vote 7-0  
Motion Carried

**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, 2014 through June 30, 2015.**

Motion Mrs. Kurtzman, seconded by Ms. Raefski  
Vote 7-0  
Motion Carried

**Personnel**

**P 1. BE IT RESOLVED that the Montague Board of Education approve the reappointment of the following confidential employees: Christopher Gregory, Patricia Romyns, Sharon Reiners and Christine Bicskei from July 1, 2014 through June 30, 2015.**

Motion Mr. Gelderman, seconded by Mrs. Kurtzman  
Vote 7-0  
Motion Carried

**Finance/Insurance**

**FI 1. BE IT RESOLVED, that the Montague Board of Education accept the School Treasurer's Financial Report for the month of April 2014 (FY2014).**

**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 April 2014 (FY2014).**

**ATTACHMENT FI 2**

**FI 3. BE IT RESOLVED, that the Montague Board of Education approve the June 25, 2014 Bill List attached and listed below:**

	<u>Check Numbers</u>	<u>Amount</u>
Regular Bill List	# 20431-#20584	\$822,249.31
Lunch Bill List	# 1567- #1573	\$296.57

**ATTACHMENT FI 3**

**FI 4. BE IT RESOLVED, that the Montague Board of Education approve the Transfers as listed for June 25, 2014 (FY 2014)**

**ATTACHMENT FI 4**

**FI 5. BE IT RESOLVED, that the Montague Board of Education approve the payment of bills and transfers from June 26, 2014 to June 30, 2014, as necessary to close out the 2014 Fiscal Year.**

**FI 6. BE IT RESOLVED, that the Montague Board of Education approve the renewal of Delta Dental Insurance for 2014-2016.**

**FI 7. BE IT RESOLVED, that the Montague Board of Education approve the renewal Agreement with the New Jersey Schools Insurance Group.**

**FI 8. BE IT RESOLVED, that the Montague Board of Education accept the 2013- 2014 REAP Grant of \$24,016.**

Motion by Mr. Gelderman, seconded by Ms. Raefski  
Vote 7-0  
Motion Carried

**FI 9. BE IT RESOLVED, that the Montague Board of Education certifies that pursuant to NJAC 6A: 23A-16.10, as of April 30, 2014 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 By Mrs. Kurtzman, seconded by Ms. Raefski  
 Vote 7-0  
 Motion Carried

**FI 10. BE IT RESOLVED that the Montague Board of Education approve the submission of the 2014-2015 NCLB Grant application.**

Motion by Mrs. Cole, seconded by Ms. Raefski  
 All in Favor  
 Motion Carried

**Building, Grounds and Transportation**

**BGT 1. BE IT RESOLVED, that the Montague Board of Education approve the following pupil transportation contract and bus route renewals for the 2014/2015 school year between First Student Bus Company, Inc. and the Montague Board of Education in accordance with N.J.S.A. 18A:39-3, and as indicated below:**

<b>Route/contract #</b>	<b>Renewal/yr</b>	<b>13/14 cost</b>	<b>CPI 1.69%</b>	<b>14/15 Cost</b>
E1 (2)	Ren. 22 '89	\$ 24,055.04	\$ 406.53	\$ 24,461.57
E2 (2)	Ren. 22 '89	24,055.04	406.53	24,461.57
E3 (2)	Ren. 22 '89	24,055.04	406.53	24,461.57
E4 (6)	Ren. 20 '94	38,438.75	649.61	39,088.36
E7 (2)	Ren. 22 '89	24,055.04	406.53	24,461.57
E9 (6)	Ren. 20 '94	38,438.75	649.61	39,088.36
M1 (7)	Ren. 15 '99	34,427.90	581.83	35,009.73
M2 (7)	Ren. 15 '99	34,427.90	581.83	35,009.73
PJ1 (2)	Ren. 22 '89	24,055.04	406.53	24,461.57
PJ2 (2)	Ren. 22 '89	24,055.04	406.53	24,461.57
PJ7 (2)	Ren. 22 '89	24,055.04	406.53	24,461.57
SP1(7)	Ren. 15 '99	37,266.51	629.80	<u>37,896.31</u>
				\$ 357,323.48

**BGT 2. BE IT RESOLVED, that the Montague Board of Education approve the following pupil transportation contract and bus route renewals for the 2014/2015 school year between First Student Bus Company, Inc. and the Montague Board of Education in accordance with N.J.S.A. 18A:39-3, and as indicated below:**

<b>Route # Contract #</b>	<b>Renewal # &amp; Year</b>	<b>13/14 Daily</b>	<b>CPI 1.69 %</b>	<b>14/15 Daily Cost</b>	<b>Total 14/15 Cost 180 Days</b>
SP1.5	Ren. 5 '09	\$ 112.19	1.89	114.08	\$ 20,534.40

Motion by Mrs. Cole, seconded by Ms. Raefski  
 Vote 6-1 (Mr. Bolen- no)  
 Motion Carried

**Executive Session**

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

**Motion to open Executive Session at 7:55 p.m.**

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

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

Motion Ms. Raefski, seconded by Mrs. Kurtzman  
All in Favor  
Motion Carried

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

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

**BE IT RESOLVED, that the Montague Board of Education** approve the Transition Plan Agreement between the Montague Township Board of Education and the Port Jervis School District Board of Education.

Motion by Ms. Raefski, seconded by mr. Gelderman  
Vote 4-3 (Mrs. Cole, Mrs. Kurtzman, Mrs. Osborne-no)  
Motion Carried

**BE IT RESOLVED, that the Montague Board of Education** approve the 2014-2017 memorandum of Agreement with the Montague Education Association.

Motion by Mr. Bolen, seconded by Ms. Raefski  
Vote 7-0  
Motion Carried

**BE IT RESOLVED, that the Montague Board of Education** approve the appointment of Alternate Counsel to handle matters designated by the Board of Education.

Motion by Mrs. Kurtzman, seconded by Mrs. Osborne  
Vote 3-4 (Ms. Borrego, Mr. Bolen, Mr. Gelderman, Ms. Raefski- no)  
Motion Failed

**Adjournment**

**Motion to adjourn meeting at 8:55 p.m.**

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