

**Montague Board of Education  
Annual Reorganization/Regular Meeting  
Meeting– 6:00 P.M  
January 6, 2016**

**Minutes**

**Roll Call**

	<b>Present</b>	<b>Absent</b>
Gayle Andriac	X	
Diane Cole	X	
Tacia Johnson	X	
Sally Kurtzman	X	
Emma Masset	X	
Glen Plotsky	X	
Linda Spinapolice	X	

Others Present:

- Janice L. Hodge, Chief School Administrator/Principal
- John W. Waycie, School Business Administrator/Board Secretary
- Gary Kraemer, Esq., Interim Board Attorney
- Daniel Perez, Esq., Special Counsel

**Flag Salute**

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 Middletown Record.

Please note, the school's anti-bullying policy and how it applies to all; Board Members, Administration, Teachers, volunteers, parents, and members of the community. We are all to display behavior for the children of our community, so they can learn by example: not harass, intimidate, or bully others, either in person or writing, inclusive of via social media. It was brought to the attention of the Board and Administration, that just prior to a meeting last year, as well as during the meeting, statements were made on social media by those in attendance at the meeting, which not only included insinuations and threats of violence which were both harassing, intimidating, and of course forms of bullying, but these comments were also supported by others in attendance. Therefore, as a safety precaution for the Board Members, Administration, public and students, the presence of the Constable has been requested at the meetings until these threats cease to exist.

**I. Report of Election Results – John W. Waycie, Business Admin./Bd. Sec.  
3 Year Term:**

<b>Emma Masset</b>	<b>351</b>
<b>Glen Plotsky</b>	<b>299</b>
<b>Thomas Bolen</b>	<b>191</b>
<b>George Gelderman</b>	<b>190</b>
<b>Write in</b>	<b>11</b>

**II. Oath of office for newly elected Board members, Emma Masset and Glen Plotsky, administered by Gary Kraemer, Esq.**

**III. New Business:**

**1. Open nominations for Board President (by Board Secretary)**

**Mrs. Kurtzman nominated Ms. Johnson, seconded by Mrs. Spinapolice**

**2. Close nominations for Board President**

Motion by Mrs. Kurtzman, seconded by Mr. Plotsky  
All in Favor  
Motion Carried

**3. Open nominations for Board Vice President (by President)**

**Mr. Kurtzman nominated Mrs. Cole, seconded by Ms. Masset**

**4. Close nominations for Board Vice President**

Motion by Mrs. Andriac, seconded by Mrs. Kurtzman  
All in Favor  
Motion Carried

**5. Gary Kraemer administered Oath of Office to Ms. Johnson as Board President and Mrs. Cole as Boar Vice President**

**6. Appoint Board Secretary (N.J.S.A. 18A: 17-5)**

**BE IT RESOLVED, that John W. Waycie be appointed as Board Secretary, (N.J.S.A. 18A: 17-5), effective January 6, 2016, through March 1, 2016.**

Motion by Mrs. Kurtzman, seconded by Ms. Masset  
Vote 5-2 (No- Mrs. Cole, Mr. Plotsky)  
Motion Carried

**7. Designation of Meetings (18A: 10-6)**

**WHEREAS, the Open Public Meetings Act requires the Board of Education to provide notice of regularly scheduled meetings within seven days following the Annual Organization Meeting of the Board.**

**NOW THEREFORE, BE IT RESOLVED, BY THE Board of Education of the Township of Montague that the following notice of regularly scheduled meetings be adopted beginning at 6 p.m. and held in the Montague Elementary School Cafeteria:**

**Notice of 2016 Public Meetings**  
**Montague Board of Education**

**475 Route 206  
Montague, NJ 07827  
6:00 PM**

<b>January 25, 2016</b>	<b>Monday</b>
<b>February 22, 2016</b>	<b>Monday</b>
<b>March 14, 2016</b>	<b>Monday</b>
<b>April 25, 2016</b>	<b>Monday</b>
<b>May 23, 2016</b>	<b>Monday</b>
<b>June 27, 2016</b>	<b>Monday</b>
<b>July 25, 2016</b>	<b>Monday</b>
<b>August 16, 2016</b>	<b>Tuesday</b>
<b>September 26, 2016</b>	<b>Monday</b>
<b>October 24, 2016</b>	<b>Monday</b>
<b>November 28, 2016</b>	<b>Monday</b>
<b>December 20, 2016</b>	<b>Tuesday</b>

**2017**

**January 3, 2017      Tuesday  
(in case of inclement weather- January 4, 2017)  
Annual Re-Organization Meeting**

**BE IT FURTHER RESOLVED, that the aforesaid notice of regularly scheduled meetings be kept posted in the Elementary School on the community bulletin board located outside the front office at 475 Rt. 206 North, Montague, New Jersey.**

**BE IT FURTHER RESOLVED, that the aforesaid notice be filed with the Clerk of the Township of Montague.**

**NOTE:**

- 1. Special Public Meetings where official action is taken will be scheduled as needed with proper notice.*
- 2. Closed Executive Sessions with the public excluded for discussion of personnel, legal matters, negotiations, or any other exception as defined in NJSA 10:4-12 will be authorized as needed by resolution during public meetings or by special notice.*

Motion by Mr. Plotsky, seconded by Mrs. Spinapolice  
All in Favor  
Motion Carried

**8. 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
Payroll Account	Payroll Clerk Treas. Of School Monies Board Secretary	Sussex Bank
Unemployment Insurance	Payroll Clerk Board Secretary	Sussex Bank
Summer Savings	Payroll Clerk Board Secretary	Sussex Bank
Student Council	Board Secretary Accounts Payable	Sussex Bank
Cafeteria Account	Lunch Program Coord. Board Secretary	Sussex Bank
N.J. Cash Management	Board Secretary Accounts Payable	Citi Fund Services

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

**9. 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 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.**

Motion by Mr. Plotsky, seconded by Mrs. Cole  
All in Favor  
Motion Carried

## 10. Designation of Official Newspaper for Legal Notices

**BE IT RESOLVED, That The New Jersey Herald and the Times Herald Record be designated the official newspapers for legal notices.**

Motion by Mrs. Spinapolice, seconded by Mrs. Cole  
All in Favor  
Motion Carried

## 11. 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.**

Motion by Mrs. Cole, seconded by Mrs. Kurtzman  
All in Favor  
Motion Carried

## 12. 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**

Motion by Mrs. Kurtzman, seconded by Mr. Plotsky  
All in Favor  
Motion Carried

## **Regular Meeting**

### **Open to Public (Any Items):**

**As a reminder for all, and as per NJSBA, Board of Education meetings are "a meeting in public, not a meeting of the public. Many people especially parents and community members, misunderstand the nature of a school board meeting. School boards provide leadership for what are typically multi-million dollar corporations. The board has important work to accomplish. And, to do that work, the board needs to be fully engaged around the table. The Open Meetings Act requires that public business be done in public, and that citizens have opportunity to observe, and comment, at every meeting."**

**Additionally, as per NJSA 2C:33-8, 10:4-12, and as adopted by Montague's Board of Education in Bylaw 0167, please remember the public participation shall be governed by the following rules:**

- 1. A participant must be recognized by the presiding officer and must preface - by an announcement of his/her name, place of residence, and group affiliation if appropriate;**
- 2. Each statement by a participant shall be limited to 3 minute duration**
- 3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;**
  
- 4. All statements shall be directed to the presiding officer; no participant may address or question Board Members individually;**
  
- 5. The presiding officer may:**
  - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;**
  
  - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;**
  
  - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;**
  
  - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and**
  
  - e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.**

**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.**

**Ms. Johnson stated that limit one time per person for 3 minute maximum**

**Motion to open public comment at 6:35 PM**

Motion by Mrs. Spinapolice, seconded by Mrs. Andriac

All in Favor

Motion Carried

Mrs. Jeskey- President MEA- thank you John- The NJEA selects one person annually as the Educational Support Professional of the year- Marie Casaletto was selected for this And will be honored in February by NJEA

Mrs. Olenick- Thank you Mrs. Higbie for clarifying questions on utilizing test results, stated the "secondary school" citation and relation to Port Jervis/High Point, stated views on High Point contract 11<sup>th</sup>/12<sup>th</sup> grade and agendas/notes on meetings. Daughter and her met with about daughter continuing at Port Jervis

Mrs. Bisl- didn't Port Jervis parents sign waiver- transition to NJ to save money, not working due to legal expenses, Ms. Johnson should recuse self

Ms. Mikulski- John thank you, \$40,00 in legal fees what has been accomplished, who on Board is

formally educated to review policy  
Mr. Mannion- school should be closed on Veteran's Day, High point contract ill gotten hope  
mediation fails  
Ms. Holstein- distributed signed statement to Board prior to reading it  
Mr. Henn- congratulations to new Board members, restated "secondary school" expressed by  
Mrs. Olenick

**Motion to close public comment at 6:50 PM**

Motion by Mrs. Andriac, seconded by Mr. Plotsky  
All in Favor  
Motion Carried

**Personnel**

**P 1. BE IT RESOLVED, that the Montague Board of Education accept the retirement letter of John W. Waycie, effective March 1, 2016.**

Motion by Mrs. Cole to table, seconded by Mr. Plotsky  
All in Favor  
Motion Carried

**Executive Session**

**BE IT RESOLVED, that the Montague Board of Education will recess and proceed to Executive Session for legal matters: Port Jervis/ High Point/ Montague send/receive, tuition payments, confidential legal matters. Following Executive Session, the public will be made aware of when the Board anticipates those matters which can be made public should be resolved. (Action may or may not be taken.)**

**Motion to open Executive Session at 7:00 p.m.**

Motion by Mrs. Kurtzman, seconded by Mrs. Spinapolice  
All in Favor  
Motion Carried

**Motion to close Executive Session at 9:00 p.m.**

Motion by Ms. Masset, seconded by Mrs. Andriac  
All in Favor  
Motion Carried

**Motion to resume Regular Meeting Agenda at 9:00 p.m.**

Motion by Mr. Plotsky, seconded by Mrs. Kurtzman  
All in Favor  
Motion Carried

**Mr. Perez gave an update on current legal actions: Port Jervis has filed against Montague for a breach of contract for failure to pay tuition. Mediation is scheduled for tomorrow in Trenton.**

**Adjournment**

**Motion by Mrs. Andriac, seconded by Mr. Plotsky, to adjourn meeting at 9:02 p.m.  
All in Favor  
Motion Carried**