Montague Board of Education Meeting Annual Reorganization Meeting Minutes January 2, 2018

I. Call to Order

II. Roll Call

	Present	Absent
Glen Plotsky	X	
Diane Cole	X	
Gayle Andriac	X	
Sally Kurtzman	X	
Emma Masset	X	
Charles Teufert	X	
Linda Spinapolice	X	

Others Present:

Timothy Capone - Chief School Administrator

Tina Palecek – Business Administrator/Board Secretary

- III. Flag Salute
- IV. 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 Times Herald Record.
- V. Report of Election Results Tina Palecek, Business Administrator/Board Secretary
 - a. 3 Year Term:
 - i. Gayle Andriac 443
 - ii. Charles Teufert 443
 - iii. Tacia Raftopoulos-Johnson 232
 - iv. George Gelderman 389
 - v. Write-In 11
- VI. Oath of Office for Newly Elected Board Members Administered by Tina Palecek
- VII. Distribution of Code of Ethics
- VIII. New Business:

a.	Open nomination for Boa	rd President	
	Emma Masset	nominates	Glen Plotsky
		_ nominates	

Close nominations for Board President

Motion <u>Gayle Andriac</u> 2nd by <u>Emma Masset</u>

All in Favor None Opposed Motion Carried b. **BE IT RESOLVED**, that the Montague Board of Education vote upon candidates for Board President (Each Board member will be asked to verbally indicate who they vote to be elected Board President).

Diane Cole
Sally Kurtzman
Gayle Andriac
Charles Teufert
Emma Masset
Glen Plotsky
Glen Plotsky
Glen Plotsky
Glen Plotsky
Glen Plotsky
Linda Spinapolice
Glen Plotsky
Glen Plotsky
Glen Plotsky

- c. **BE IT RESOLVED**, that <u>Glen Plotsky</u> is hereby elected as President of the Montague Board of Education, effective January 2, 2018 for a term prescribed by law.
- d. Open nominations for Board Vice President

Gayle Andriac nominates Linda Spinapolice nominates

Close nominations for Board Vice President

Motion Gayle Andriac 2nd by Sally Kurtzman

All in Favor None Opposed Motion Carried

a. **BE IT RESOLVED**, that the Montague Board of Education vote upon candidates for Board Vice President (Each Board member will be asked to verbally indicate who they vote to be elected Board Vice President).

Diane Cole
Sally Kurtzman
Gayle Andriac
Charles Teufert
Emma Masset
Glen Plotsky
Linda Spinapolice

b. **BE IT RESOLVED**, that <u>Linda Spinapolice</u> is hereby elected as Vice President of the Montague Board of Education, effective January 2, 2018 for a term prescribed by law.

IX. Appointment of Board Secretary

BE IT RESOLVED, that Tina M. Palecek be appointed as Board Secretary, (N.J.S.A. 18A:17-5), effective January 2, 2018, for a term prescribed by law.

Motion Gayle Andriac 2nd by Emma Masset

All in Favor

None Opposed

Motion Carried

X. 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 Reorganization 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 6:00 pm and held in the Montague Elementary School cafeteria.

Notice of 2018 Public Meetings for Montague Board of Education 475 Route 206 Montague NJ 07827 6:00 pm

January 2, 2018 Re-Org previously approved February 6, 2018 March 6, 2018 <i>Approve Tentative Budget</i>	January 16, 2018 February 20, 2018 March 20, 2018
April 3, 2018	April 17, 2018
May 1, 2018 Budget Public Hearing/Final Budget Approval	May 15, 2018
June 5, 2018	June 19, 2018
July 17, 2018	
August 21, 2018	
September 4, 2018	September 18, 2018
October 2, 2018	October 16, 2018
November 6, 2018	November 20, 2018

Annual Reorganization for 2019 – January 2, 2019 In case of inclement weather – January 3, 2019

Second: Emma Masset

December 18, 2018

Motion: Gayle Andriac

All in Favor None Opposed Motion Carried

December 4, 2018

BE IT FURTHER RESOLVED, that the aforesaid notice of regularly scheduled meetings be posted in the Elementary School on the community bulletin board located outside the front office at 475 US Route 206, Montague, NJ 07827.

Motion: Emma Masset Second: Gayle Andriac

All in Favor None Opposed Motion Carried

BE IT FURTHER RESOLVED, that the aforesaid notice of regularly scheduled meetings be filed at with the Montague Township Clerk.

Motion: Sally Kurtzman Second: Linda Spinapolice

All in Favor None Opposed Motion Carried **BE IT RESOLVED**: Special Public Meetings where official action is taken will be scheduled as needed in compliance with New Jersey Sunshine Law.

Closed Executive Sessions with the public excluded for the purpose of discussing personnel, legal matters, negotiations, or any other exception as defined in N.J.S.A 10:4-12 will be authorized as needed by resolution during public meetings or by special notice.

Motion: Gayle Andriac

All in Favor None Opposed Motion Carried Second: Emma Masset

XI. Bank Depositories

ACCOUNT SIGNATORIES BANK
General Fund and Board President Sussex Bank

Capital Reserve Acct. Board Secretary

Treasurer of School Monies

Payroll Agency Board Secretary Sussex Bank

Treasurer of School Monies

Payroll Clerk

Payroll Account Board Secretary Sussex Bank

Treasurer of School Monies

Payroll Clerk

Unemployment Insurance Board Secretary Sussex Bank

Payroll Clerk

Summer Savings Board Secretary Sussex Bank

Treasurer of School Monies

Payroll Clerk

Student Council Board Secretary Sussex Bank

Treasurer of School Monies

Payroll Clerk

Cafeteria Account Board Secretary Sussex Bank

Treasurer of School Monies

Payroll Clerk

N.J. Cash Management Board Secretary Sussex Bank

Accounts Payable

Treasurer of School Monies

Motion: Emma Masset

All in Favor None Opposed Motion Carried Second: Gayle Andriac

XII. Establishment of Procedure for Signing 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, Board Secretary, and the Treasurer of School Monies shall be required on checks issued in payment of bills; and

BE IT FURTHER RESOLVED that the signature of the Board President and the Treasurer of School Monies and the original signature of the Board Secretary or Chief School Administrator shall be required on all checks included on the bill lists; 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: Gayle Andriac

All in Favor None Opposed Motion Carried

XIII. Designation of Official Newspaper for Legal Notices:

BE IT RESOLVED, that the New Jersey Herald and Times Herald Record be designated the official newspaper for legal notices.

Second: Sally Kurtzman

Second: Charles Teufert

Motion: Linda Spinapolice

All in Favor None Opposed Motion Carried

XIV. 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 the Board.

Motion: Gayle Andriac Second: Emma Masset

All in Favor None Opposed Motion Carried

Motion to Adjourn Reorganization Meeting: (6:23pm)

Motion: Sally Kurtzman Second: Linda Spinapolice

All in Favor None Opposed Motion Carried

Motion to Open Regular Meeting: (6:23pm)

Motion: Gayle Andriac Second: Emma Masset

All in Favor None Opposed Motion Carried

XV. Announcement of Executive Session

BE IT RESOLVED, that the Montague 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 6:24 pm

Motion: Sally Kurtzman Second: Linda Spinapolice

All in Favor None Opposed Motion Carried

Motion to close Executive Session at 7:15 pm

Motion: Gayle Andriac Second: Emma Masset

All in Favor None Opposed Motion Carried

Motion to reopen Regular Meeting at 7:16 pm

Motion: Charles Teufert Second: Linda Spinapolice

All in Favor None Opposed Motion Carried

XVI. Approval of Minutes

a. October 10, 2017

Motion:		Gayle Andriac		Second: S	Second: Sally Kurtzman			
Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X		X	X		5
NO								
ABSTAIN				X			X	
ARSENT								2

b. October 11, 2017

Motion: Gayle Andriac Second: Emma Masset

~	~~	~ .	~	T C		_ ~	CT	
Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X		X	X		5
NO								
ABSTAIN				X			X	2
ABSENT								

c. October 12, 2017

Motion: Gayle Andriac Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X		X	X		5
NO								
ABSTAIN				X			X	2
ABSENT								

XVII. CSA Report

Presentation: Kathy Helewa from NJSBA – Ethics Training

Mr. Christopher Gregory presented the student enrollment for the month

XVIII. SBA Report

Mrs. Palecek spoke about heat issue in the lower wing that closed school for one day. The problem was a short in the new boiler's primary control, Honeywell Universal. Budget calendars were also discussed to ensure all Board members were aware of the budget preparation process. The status of roof repairs in Room 94 was discussed; seeking quotes from three contactors.

XIX. Correspondence

Letter from Sussex Borough Town Council dated, November 29, 2017

XX. Liaison Report

- a. Non-voting Member Report
 - i. High Point Regional High School none
 - ii. Port Jervis none

XXI. Public Session

Motion to open public comment at 8:54 pm

Motion: Gayle Andriac Second: Emma Masset

All in Favor None Opposed Motion Carried

Krista Mikulski, Elm Court – Montague, Welcomed Mr. Charles Teufert to the Board of Education. Mrs. Mikulski also communicated the proposed new fire house is a wise investment for the community, but she would like to see equal support for the school. She requested long-term view be taken on the school; roof, asbestos tiles, and oil tank. She also supported the extracurricular activities presented and approved.

Art Henn, River Road – Montague, Mr. Henn communicated that the microphones need to be utilized for the audience to hear the Board members speak.

Motion to close public comment at 8:56 pm

Motion: Sally Kurtzman Second: Gayle Andriac

All in Favor None Opposed Motion Carried

XXII. Action Items

A-1 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve School Business Administrator, Tina Palecek's attendance at the NJASBO Conference June 5-8, 2018 in Atlantic City NJ at the Borgata.

Motion: Gayle Andriac Second: Sally Kurtzman

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

A-2 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the Chief School Administrator/Principal, Timothy Capone's attendance at the NAFIS Spring Conference March 18-20, 2018 in Washington DC.

Motion: Gayle Andriac Second: Charles Teufert

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

A-3 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve Kevin McAtee from Hoffman, Vance, and Worthington, Inc. to complete the Montague Board of Education 2018 Section 7002 Impact Aid application at a fee not to exceed \$5,000.00.

*Mrs. Palecek communicated to the Board of Education that she received an email indicating the cost was the same as the previous year: \$3,000.00

Motion: Sally Kurtzman Second: Linda Spinapolice

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

A-4 BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education accept the HIB report presented by Mr. Christopher Gregory at the December 19, 2017 Montague Board of Education meeting.

Motion: Emma Masset Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X		X	X	X		5
NO								
ABSTAIN			X				X	2
ABSENT								

F-1-BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the corrected extended school year 2017-2018 pupil tuition contract between Northern Hills Academy and Montague Board of Education (student #6347937694) in accordance with N.J.S.A. 18A:39-3 for \$15,750.64. Contract was originally voted on and approved on June 13, 2017 with an incorrect tuition cost.

Motion: Emma Masset Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

F-2-BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the educational services contract for the 2017-2018 School year for student #2454617603 between Northern Hills Academy and Montague Board of Education in accordance with N.J.S.A. 18A:39-3. Annual tuition at \$47,915, paraprofessional at \$25,810.00, and additional therapy at \$1,910.00 for a total of \$75,644.00

Motion:	Gayle And	driac		Second: Emma Masset				
Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

F-3-BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the educational services contract for the 2017-2018 School year for student #6421228763 between Windsor Learning Center and the Montague Township School in accordance with N.J.S.A. 18A:39-3 with prorated tuition at \$43,615.00 effective enrollment date of October 30, 2017.

Motion: Emma Masset Second: Gayle Andriac

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

F-4-BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the educational services contract for the 2017-2018 School year for student #2454617903 between Northern Hills Academy and Montague Board of Education in accordance with N.J.S.A. 18A:39-3 for \$47,915.00.

Motion: Sally Kurtzman Second: Emma Masset

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X	X	X	X	7
NO								
ABSTAIN								
ABSENT								

F-5-BE IT RESOLVED, at the recommendation of the Superintendent, that the Montague Board of Education approve the educational services contract for the 2017-2018 school year for student #6347937694 between Northern Hills Academy and Montague Board of Education in accordance with N.J.S.A. 18A:39-3. Annual tuition at \$54,338.00 and paraprofessional at \$25,810.00 for a total of \$80,148.00

Motion: Gayle Andriac Second: Linda Spinapolice

Roll Call	GP	GA	SK	LS	EM	DC	CT	Total
YES	X	X	X	X		X	X	6
NO								
ABSTAIN					X			1
ABSENT								

XIII Administration

XIV Unfinished Business

Mr. Capone communicated items listed under unfinished business are included on the agenda as talking points for the Board until the Board determines there should be any movement on the items listed.

Spring Sports listed on the agenda have been discussed at the previous meeting, but require Board action before coaches, schedules, or student participation numbers can be determined.

- Spring Sports
 - Net sports
 - o Lacrosse
 - Track

Mrs. Andriac communicated she would like the sports to be put on the January 16, 2018 agenda for approval because spring will be here quickly.

Mr. Plotsky supported taking action on spring sports at the January 16, 2018 meeting so coaches can be hired and any additional items needed for each sport can be purchased. Establishing sports is important to our students.

Mr. Plotsky asked the Board members if they also would support putting Theater and Engineering Club on the next Board of Education agenda as action items. All Board members agreed all items listed under unfinished business should be action items at the January 16, 2018 Board of Education Meeting.

- Theater Club
- Engineering Club

XV New Business

Because of forecasted extreme cold weather, -20° including the wind chill factor, Mr. Capone recommended school be closed for all students, including high school students on Friday, January 5, 2018. This decision is based on student safety due to the potential health issues exposure to extreme weather conditions can cause. Mr. Capone verbalized even one student getting injured by the extreme cold is too many. There will be a plan to notify parents of this decision starting Wednesday, January 3, 2018, to ensure maximum notification is made to parents/guardians.

The entire Board of Education agreed with Mr. Capone's decision to close school due to the potential for students to be exposed to extremely cold weather conditions.

Mr. Plotsky communicated to the Board and audience attending that although the meeting calendar indicates two-meetings each month for 2018, unless needed, the Board intends to only have one meeting each month. January 2018, however, there will be two meetings.

XVII Adjournment

Motion Emma Masset 2nd Sally Kurtzman All in Favor None Oppose Motion Carried