

BOARD OF EDUCATION
TOWNSHIP OF MONTVILLE
Virtual Meeting

Minutes

Organization Meeting of the Board of Education

Tuesday January 5, 2021

Thirty members of the public were present virtually. Board Secretary, Katine Slunt, called the meeting to order at 7:00 p.m. with a roll call.

Roll Call

Present: Dr. K. Cortellino, Mr. J. Daughtry, Mrs. C. Fano, Mr. C. Grau, Dr. D. Modrak, Mr. M. O'Brien, Mr. M. Palma, Mr. M. Rappaport and Ms. M. Zuckerman.

Also, Present: Superintendent of Schools, Dr. Rene Rovtar
School Business Administrator, Ms. Katine Slunt
Assistant Superintendent, Dr. Casey Shorter
Assistant Superintendent for Curriculum & Instruction, Ms. Andrea Woodring
Board Attorney, Stephen Edelstein

Diane Maggiore, Assistant to the Business Administrator, was also present.

Ms. Slunt welcomed the public and led the flag salute.

Ms. Slunt read the Open Public Meeting Notice, as listed below:

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the act, the Montville Township Board of Education has approved this meeting date. Notice of the meeting has been posted at the Municipal Building, all Montville Public Schools, the Montville Public Library, The Montville Township Board of Education Administrative Office Building, the Montville Public School Website, and advertised in The Daily Record, the Board's official newspaper, on October 9, 2020.

Board Member Oath

Ms. Slunt summarized the results of the Board Election, held on November 3, 2020, as noted below:

Joseph Daughtry	8,887 votes
Michael J. Palma	8,949 votes
Michelle Zuckerman	8,979 votes

Ms. Slunt introduced the newly-elected Board members individually; each read the Oath of Office. The Board congratulated Mr. Daughtry, Mr. Palma and Ms. Zuckerman, and welcomed them to their new terms.

Election of Officers

Ms. Slunt opened nominations for PRESIDENT of the Board of Education for the 2021 calendar-year. A motion was made by Mr. O'Brien, seconded by Dr. Cortellino, nominating CHARLES GRAU as President.

Ms. Slunt entertained further nominations. Seeing none, a motion was made by Mr. O'Brien, seconded by Dr. Cortellino, to close nominations.

A Roll Call Vote was called by Ms. Slunt. The motion, nominating CHARLES GRAU as PRESIDENT, was passed below:

Mr. M. O'Brien	Voted Yes,	without exception.
Dr. K. Cortellino	Voted Yes,	without exception.
Mr. J. Daughtry	Voted Yes,	without exception.
Mrs. C. Fano	Voted Yes,	without exception.
Mr. C. Grau	Voted Yes,	without exception.
Dr. D. Modrak	Voted Yes,	without exception.
Mr. M. Palma	Voted Yes,	without exception.
Mr. M. Rappaport	Voted Yes,	without exception.
Ms. M. Zuckerman	Voted Yes,	without exception.

President Grau congratulated the newly-elected Board members and thanked the Board for their support.

President Grau assumed leadership of the meeting. President Grau opened nominations for VICE-PRESIDENT of the Board of Education for the 2021 calendar-year. A motion was made by Dr. Cortellino, seconded by Mr. O'Brien, nominating MICHAEL PALMA as Vice-President.

President Grau entertained further nominations. Seeing none, a motion was made by Mr. O'Brien, seconded by Dr. Cortellino, to close nominations.

A Roll Call Vote was called by Ms. Slunt. The motion, nominating MICHAEL PALMA as VICE-PRESIDENT, was passed below:

Mr. M. O'Brien	Voted Yes,	without exception.
Dr. K. Cortellino	Voted Yes,	without exception.
Mr. J. Daughtry	Voted Yes,	without exception.
Mrs. C. Fano	Voted Yes,	without exception.
Mr. C. Grau	Voted Yes,	without exception.
Dr. D. Modrak	Voted Yes,	without exception.
Mr. M. Palma	Voted Yes,	without exception.
Mr. M. Rappaport	Voted Yes,	without exception.
Ms. M. Zuckerman	Voted Yes,	without exception.

President Grau thanked Mr. Palma for his service. Mr. Palma thanked the Board for their support.

Organization Resolutions

A motion was made by Mr. Daughtry and seconded by Dr. Cortellino to approve the following resolutions in a consent motion.

Adoption of Code of Ethics

RESOLVED, that the Montville Township Board of Education adopts the Code of Ethics as noted below:

- A. You will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- B. You will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- C. You will confine your board action to policy making, planning, and appraisal, and will help to frame policies and plans only after the board has consulted those who will be affected by them.
- D. You will carry out your responsibility, not to administer the schools, but, together with your fellow board members, to see that they are well run.
- E. You will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- F. You will refuse to surrender your independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- G. You will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, you will provide accurate information and, in concert with your fellow board members, interpret to the staff the aspirations of the community for its school.
- H. You will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- I. You will support and protect school personnel in proper performance of their duties.
- J. You will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

Vice-President. Michael Palma, read the Code of Ethics on-behalf of the Board. The Board members consented to each tenet of the Code of Ethics.

Approval of Parliamentary Procedure (Robert's Rules)

RESOLVED, that the Montville Township Board of Education approves the use of Roberts Rules and abstentions do not count for votes in either direction.

Bylaws, Policies and Regulations

RESOLVED, that the Montville Township Board of Education adopts all previously written By-laws and Policies of this Board of Education and that they be continued in force until such time that this Board amends same. The Board acknowledges that this includes By-Law 0142 – Board Member Qualifications and Prohibited Acts and Code of Ethics.

Approval of Board Meeting Schedule

RESOLVED, that the Montville Township Board of Education approves the following schedule of Regular Voting Meetings for the period January 5, 2021 to the Organization Meeting of 2022, or until such time that this board amends the same. Closed Session will start at 6:30 PM and Public Session will start at 7:30PM. The Organizational Meetings on January 5, 2021 and January 4, 2022 will commence at 7:00 p.m.

First Meeting of the Month			Second Meeting of the Month		
Tuesday	*January 5, 2021	Virtual Meeting	Tuesday	January 19, 2021	Virtual Meeting
Tuesday	February 2, 2021	Virtual Meeting	Tuesday	February 16, 2021	Virtual Meeting
Tuesday	March 2, 2021	Virtual Meeting	Tuesday	March 16, 2021	Virtual Meeting
Tuesday	April 13, 2021	Virtual Meeting	Tuesday	April 27, 2021	Virtual Meeting
Tuesday	May 4, 2021	Virtual Meeting	Tuesday	May 18, 2021	Virtual Meeting
Tuesday	June 1, 2021	Virtual Meeting	Tuesday	June 15, 2021	Virtual Meeting
Tuesday	July 20, 2021	Virtual Meeting	-	-	-
Tuesday	August 17, 2021	Virtual Meeting	-	-	-
Tuesday	September 14, 2021	Virtual Meeting	Tuesday	September 28, 2021	Virtual Meeting
Tuesday	October 5, 2021	Virtual Meeting	Tuesday	October 26, 2021	Virtual Meeting
Tuesday	November 16, 2021	Virtual Meeting	-	-	-
Tuesday	December 7, 2021	Virtual Meeting	Tuesday	December 21, 2021	Virtual Meeting
Tuesday	*January 4, 2022	Virtual Meeting			

Approval of Board Committees and Liaisons for the 2021 Calendar Year

RESOLVED, that the Montville Township Board of Education approves the following Board Committees for the 2021 Calendar Year. Committee and Liaison Meetings will be held at the discretion of the Committee Chairperson; the time and date of the Committee Meeting will be announced.

Committee / Liaisons	Chairperson	Members
Curriculum & Instruction		
Policy & Personnel		
Finance & Facilities		
Communications		
Negotiations		
Safety & Security		
Delegate to New Jersey School Boards Association		
Delegate to Morris County School Boards Association		
Delegate to Morris County Educational Services Commission		
Montville Township Drug Awareness Council		
Delegate to Montville Athletic Boosters		
PTC Cedar Hill		
PTC Hilldale		
PTC Valley View		
PTC William Mason		
PTC Woodmont		
PTC Lazar		
PTC High School		

President Grau postponed the selection of Committee Chairs to allow Board members to consider the positions. President Grau requested that the Board members indicate to him their interests; he will provide the appointments at the next meeting.

A Roll Call Vote was called by Ms. Slunt on the Organizational Resolutions. The motion was passed, as noted below:

Mr. J. Daughtry	Voted Yes,	without exception.
Dr. K. Cortellino	Voted Yes,	without exception.
Mrs. C. Fano	Voted Yes,	without exception.
Mr. C. Grau	Voted Yes,	without exception.
Dr. D. Modrak	Voted Yes,	without exception.
Mr. M. O'Brien	Voted Yes,	without exception.
Mr. M. Palma	Voted Yes,	without exception.
Mr. M. Rappaport	Voted Yes,	without exception.
Ms. M. Zuckerman	Voted Yes,	without exception.

Organization & Finance Resolutions

A motion was made by Mr. O'Brien and seconded by Dr. Modrak to approve the following resolutions in a consent motion.

Approval of Internal Appointments for the 2021 Calendar Year: Board Secretary

RESOLVED, that the Montville Township Board of Education approves the appointment of Katine M. Slunt as Board Secretary for the 2021 Calendar Year through the next Organization Meeting.

Approval of Internal Appointments for the 2021 Calendar Year: Assistant to Board Secretary

RESOLVED, that the Montville Township Board of Education approves the appointment of Diane J. Maggiore as Assistant to the Board Secretary for the 2021 Calendar Year through the next Organization Meeting.

Approval of External Appointments

RESOLVED, that the Montville Township Board of Education approves the following appointments for the 2021 Calendar Year:

Official Newspaper	Daily Record	
Official Newspaper	Star Ledger	
Insurance Agent	Brown & Brown Advisors	
Health Benefit Provider	State Health Benefits Plan	6.3% premium decrease
Dental Benefit Provider	Delta Dental of New Jersey	0.0% premium increase through 06/30/2022
Vision Benefit Provider	NVA Vision	0.0% premium increase
Prescription Provider	Benecard	0.0% premium increase through 06/30/2022

Approval of the Banking Institutions and Accounts

RESOLVED, that the Montville Township Board of Education approves Lakeland Bank, Oakridge, NJ, for the period January 1, 2019 through December 31, 2021, 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 (N.J.S.A 17:9-9, 18A:17-34, 19-1):

Name	Signature	Bank
General Fund	Board President, Board Secretary and Superintendent	Lakeland
General Fund - Escrow	Board Secretary	Peapack Gladstone
General Fund - Escrow	Board Secretary	Peapack Gladstone
Payroll Account	Board Secretary and Superintendent	Lakeland
Payroll Agency Account	Board Secretary, Superintendent and/or Asst. Board	Lakeland
Food Services/ Cafeteria	Board President, Board Secretary and Superintendent	Lakeland
Capital Projects- E.S.I.P. Escrow	Board President and/or Board Secretary	TD Bank
Capital Projects- Escrow	Board Secretary	TD Bank
Petty Cash Account: Board Office	Board Secretary, Superintendent and/or Asst. Board Secretary	Lakeland
Petty Cash Accounts: Elem. Schools	Building Principal, School Secretary and/or Board Secretary	Lakeland
Petty Cash Account: Middle School	Building Principal, Vice Principals	Lakeland
Petty Cash Account: High School	Building Principal, Vice Principals and/or School Secretary	Lakeland

Petty Cash Account: Technology	Board Secretary, Technology Manager and Dept. Secretary	Lakeland
Petty Cash Account: Special Services	Board Secretary, Director and Supervisor of Special Services	Lakeland
Petty Cash Account: High School Athletics	Board Secretary, Athletic Director and/or Asst. Board Secretary	Lakeland
High School Athletic	Board Secretary, Superintendent, Athletic Director and/or Asst. Bd Sec.	Lakeland
Buildings Activity Accounts: Elem. Schools	Building Principal, School Secretary and/or Board Secretary	Lakeland
Building Activity Account; Middle School	Board Secretary, Principal and/or Vice Principals	Lakeland
Building Activity Account: High School	Building Principal and/or Vice Principals, and Bursar	Lakeland
Unemployment Insurance Account	Board Secretary and Superintendent	Lakeland
Cobra Account	Board Secretary, Superintendent and/or Asst. Board Secretary	Lakeland
Health Insurance Reserve Account	Board Secretary, Superintendent and/or Asst. Board Secretary	Lakeland
FSA Account	Board Secretary, Superintendent and/or Asst. Board Secretary	Lakeland
Summer Savings	Board Secretary, Superintendent and/or Asst. Board Secretary	Lakeland
River Road Escrow Account	Board Secretary or Asst. Board Secretary and Superintendent	Lakeland
In Memory of Matthew Scholarship	Board Secretary or Asst. Board Secretary	Lakeland
Laura E. Mazzola Scholarship Fund	Board Secretary or Asst. Board Secretary and Superintendent	Lakeland
School Store	Board Secretary, Superintendent and/or Asst. Board Secretary	Lakeland

Approval of Investments and Wires

RESOLVED, that the Montville Township Board of Education designates the School Business Administrator as the person responsible for any and all Board of Education investments; and
 BE IT FURTHER RESOLVED, that the School Business Administrator be authorized to make wire transfers amongst board accounts as necessary.

Approval of Payment of Bills Between Board Meetings for the 2021 Calendar Year.

RESOLVED, that the Montville Township Board of Education authorizes the School Business Administrator to approve the payment of bills, as may be necessary between board meetings, and in accordance with Board Policy #6470.

Approval of Facsimile Signatures

Resolved, that the Montville Township Board of Education authorize the Facsimile Signature of the President, school Business Administrator/Board Secretary, and Superintendent of Schools to be used on the general fund checking account; Superintendent of Schools for the payroll account; and Superintendent and School Business Administrator/Board Secretary for the payroll agency account.

Approval of Petty Cash Funds

WHEREAS, there has been 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.

THEREFORE BE IT RESOLVED, that the Montville Township Board of Education establishes the following Petty Cash Accounts and direct that they be replenished by the rules and regulations for Petty Cash Funds in accordance with Board Policy #6620:

- Board of Education - \$ 500. – Administration and Clerical signatures
- Each School Building - \$ 500. – Administration and Clerical signatures
- Special Services - \$ 500. – Administration and Clerical signatures
- Athletic Department - \$ 500. – Administration and Clerical signatures
- Technology Department - \$ 500. – Administration and Clerical signatures
- Athletic Department – Gate Receipts \$ 700. - Administration and Clerical signatures

Approval of the Professional and Other Service Providers

Pursuant to PL 2015, Chapter 47, resolved, that the Montville Township Board of Education renews, awards the following contracts previously awarded by the Board of Education, for the period January 5, 2021 to the Organization Meeting of 2022, or until such time that this board amends same.

FURTHERMORE, BE IT RESOLVED that the Montville Township Board of Education acknowledges that these contracts are, have been and will continue to be in full compliance with all state and federal statutes and regulations; in particular New Jersey Title 18A:18. et. seq., NJAC 23 and the Federal Uniform Administrative Requirements 2CFR, Part 200.

Service Provider	Service Rendered	Contracted Cost
Renew Contract:		
Brown & Brown Benefit Advisors	Insurance Consultant	Monthly fee of \$3,750.00

No additional comments were made.

A Roll Call Vote was called by Ms. Slunt on the Organizational & Financial Resolutions. The motion was passed, as noted below:

Mr. M. O'Brien	Voted Yes,	without exception.
Dr. D. Modrak	Voted Yes,	without exception.
Dr. K. Cortellino	Voted Yes,	without exception.
Mr. J. Daughtry	Voted Yes,	without exception.
Mrs. C. Fano	Voted Yes,	without exception.
Mr. C. Grau	Voted Yes,	without exception.
Mr. M. Palma	Voted Yes,	without exception.
Mr. M. Rappaport	Voted Yes,	without exception.
Ms. M. Zuckerman	Voted Yes,	without exception.

Curriculum Resolutions

A motion was made by Mr. O'Brien and seconded by Dr. Modrak to approve the following resolutions in a consent motion.

Approval of the Curriculum and Textbooks

RESOLVED, that upon the recommendation of the Superintendent, the Montville Township Board of Education, adopts the existing K-12 Curriculum, Assigned Textbooks, and Programs in alignment with the New Jersey Student Learning Standards (NJSLS) for the period January 5, 2021 to the Organization Meeting of 2022, or until such time that this board amends same.

No additional comments were made.

A Roll Call Vote was called by Ms. Slunt on the Curriculum Resolution. The motion was passed, as noted below:

Mr. M. O'Brien	Voted Yes,	without exception.
Dr. D. Modrak	Voted Yes,	without exception.
Dr. K. Cortellino	Voted Yes,	without exception.
Mr. J. Daughtry	Voted Yes,	without exception.
Mrs. C. Fano	Voted Yes,	without exception.
Mr. C. Grau	Voted Yes,	without exception.
Mr. M. Palma	Voted Yes,	without exception.
Mr. M. Rappaport	Voted Yes,	without exception.
Ms. M. Zuckerman	Voted Yes,	without exception.

Regular Meeting Resolutions

Superintendent's Report

Dr. Rovtar wished all a Happy New Year, noting that the Board will be honoring staff members at the meeting on January 19, 2021.

Business Administrator's Report

Ms. Slunt had no report.

Section G: Committee Reports

There were no actions considered on this agenda.

Section H: Public Participation

(For items on the agenda only)

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. Dr. Rovtar provided directions for public participation in the meeting. No members of the public spoke.

Section I: Board

There were no actions considered on this agenda.

Section J: Administration

There were no actions considered on this agenda.

Section K: Facilities and Finance

There were no actions considered on this agenda.

Section L: Personnel

There were no actions considered on this agenda.

Section M: Curriculum, Instruction & Technology

There were no actions considered on this agenda.

Section N: Policy

There were no actions considered on this agenda.

Section P: Closed Session Announcement

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the a public body to meet in closed session to discuss certain matters;

WHEREAS, the said law requires the Board to adopt a resolution at a public meeting before it can meet in such an executive or private session;

BE IT THEREFORE RESOLVED, that the Montville Township Board of Education has determined that it is necessary to meet in Closed Session on **January 19, 2021 at 6:30 p.m.** to discuss:

- 1) Superintendent's Harassment, Intimidation and Bullying ("HIB") update/recent matters and investigations, if any; and
- 2) Legal Update; and
- 3) Any other permitted closed session matters not currently known, which may arise.

BE IT FURTHER RESOLVED, that the Montville Township Board of Education will meet in public session on **January 19, 2021 at 7:30 p.m.** in a Virtual Meeting..

BE IT FURTHER RESOLVED, that the minutes of this closed session be made public when the need for confidentiality no longer exists.

Section Q: Old Business

There was no Old Business discussed.

Section R: General Board Comment and New Business

Mr. O'Brien thanked Mr. Grau and Mr. Palma for their service as President and Vice-President. Mr. O'Brien thanked all of the Board members for their service and expressed his pride in the organization, administration and staff.

Section S: Public Participation

(On any item of interest)

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. Dr. Rovtar provided directions for public participation in the meeting. No members of the public spoke.

Section T:

Adjournment

A motion was made by Mr. O'Brien and seconded by Mr. Palma to adjourn the meeting. The motion passed, all present members voting in favor of the motion. The meeting adjourned at 7:23 p.m.

Respectfully Submitted,

Katine Slunt
Board Secretary