

BOARD OF EDUCATION
TOWNSHIP OF MONTVILLE

Montville Township Municipal Building: 195 Changebridge Road Montville, New Jersey

Minutes

Organization Meeting of the Board of Education

Tuesday January 8, 2019

Ten members of the public were present. Katine Slunt called the meeting to order at 7:02 p.m. with a roll call.

Roll Call

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

Absent: None.

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
Diane Maggiore, Assistant to the Business Administrator
Board Attorney, Mr. Steven Edelstein
Board Counsel, Mr. Steven Bacigalupo

Open Public Meeting Notice

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 January 10, 2018.

Ms. Slunt led the flag salute and welcomed the new Board members, summarizing the following election results for the public:

Charles Grau	4,907 votes
David Modrak	4,787 votes
Karen Cortellino	5,196 votes
Michael Rappaport	5,164 votes

Board Member Oath

Ms. Slunt administered the Oath of Office to each new member: Charles Grau, David Modrak, Karen Cortellino and Michael Rappaport.

Election of Officers

Katine Slunt sought nominations for President of the Board of Education. A motion was made by Dr. Cortellino, and seconded by Mr. O'Brien to nominate Charles Grau as Board President for 2019. Ms. Slunt sought additional nominations; seeing none, nominations were closed. A roll call vote was taken, to nominate Charles Grau as Board President, with all members voting yes. The motion passed.

Newly elected President Grau assumed the leadership of the meeting. President Grau thanked the Board for their confidence and indicated that he would honorably serve as the Board President.

President Grau sought nominations for Vice President of the Board of Education. A motion was made by Dr. Cortellino, and seconded by Mr. O'Brien to nominate Michael Palma as Vice President for 2019. President Grau requested to close nominations. A motion was made by Dr. Cortellino, and seconded by Mr. O'Brien, to close nominations. The motion passes, with all members voting yes. A roll call vote was taken, to nominate Michael Palma as Board Vice-President, with all members voting yes. The motion passed.

President Grau congratulated Mr. Palma. Mr. Palma thanked the Board for their support and indicated that he would honorably serve as the Board Vice President.

The Board publically read the Code of Ethics.

Organization Resolutions

A motion was made by Mr. Morella and seconded by Dr. Cortellino to approve the following Organizational 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.

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 8, 2019 to the Organization Meeting of 2020, or until such time that this board amends same. Closed Session will start at 6:30 PM and Public Session will start at 7:30PM. The Organizational Meetings on January 8, 2019 and January 7, 2020 will commence at 7:00 p.m.

First Meeting of the Month			Second Meeting of the Month		
Tuesday	*January 8, 2019	Municipal Building	Tuesday	January 22, 2019	High School
Tuesday	February 5, 2019	Municipal Building	Tuesday	February 19, 2019	Municipal Building
Tuesday	March 5, 2019	Municipal Building	Tuesday	March 19, 2019	Municipal Building
Tuesday	April 2, 2019	Municipal Building	Tuesday	April 30, 2019	Municipal Building
Tuesday	May 7, 2019	Municipal Building	Tuesday	May 21, 2019	Municipal Building
Tuesday	June 4, 2019	Municipal Building	Tuesday	June 18, 2019	Municipal Building
Tuesday	July 16, 2019	Board Office	-	-	-
Tuesday	August 20, 2019	Board Office	-	-	-
Tuesday	September 3, 2019	Municipal Building	Tuesday	September 17, 2019	Municipal Building
Tuesday	October 15, 2019	Municipal Building	-	-	-
Tuesday	November 5, 2019	Municipal Building	Tuesday	November 19, 2019	Municipal Building
Tuesday	December 3, 2019	Municipal Building	Tuesday	December 17, 2019	High School
Tuesday,	*January 7, 2020	Municipal Building	-	-	-

Approval of Board Committees and Liaisons for the 2019-2020 School Year

RESOLVED, that the Montville Township Board of Education approves the following Board Committees for the 2019 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 Mustangs		
PTC Cedar Hill		
PTC Hilldale		
PTC Valley View		
PTC William Mason		
PTC Woodmont		
PTC Lazar		
PTC High School		

Approval of Internal Appointments for the 2019 Calendar Year: Board Secretary

RESOLVED, that the Montville Township Board of Education approves the appointment of Katine M. Slunt as Board Secretary for the 2019 Calendar Year through the next Organization Meeting.

Approval of Internal Appointments for the 2019 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 2019 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 2019 Calendar Year:

Official Newspaper	Daily Record	
Official Newspaper	Star Ledger	
Insurance Agent	Brown & Brown Advisors	
Health Benefit Provider	State Health Benefits Plan	5.5% premium increase
Dental Benefit Provider	Delta Dental of New Jersey	0.0% premium increase
Vision Benefit Provider	NVA Vision	0.0% premium increase
Prescription Provider	Horizon Blue Cross Blue Shield of NJ	3.0% premium increase

President Grau indicated that the appointments to the Board Committees would be approved at the Board's next meeting on January 22, 2019. The motion approving these Organizational Resolutions passed, with all members voting yes.

Finance Resolutions:

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

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
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
Board Office: Petty Cash Account	Board Secretary, Superintendent and/or Asst. Board Secretary	Lakeland
Elem. School Petty Cash Accounts	Building Principal, School Secretary and/or Board Secretary	Lakeland
Middle School Petty Cash Account	Building Principal, Vice Principals	Lakeland
High School Petty Cash Account	Building Principal, Vice Principals and/or School Secretary	Lakeland
Unemployment Insurance Account	Board Secretary and Superintendent	Lakeland
High School Athletic	Board Secretary, Superintendent, Athletic Director and/or Asst. Board Secretary	Lakeland
Elem. School Buildings Activity Accounts	Building Principal, School Secretary and/or Board Secretary	Lakeland
Middle School Building Activity Accounts	Board Secretary, Principal and/or Vice Principals	Lakeland
High School Activity Account	Building Principal and/or Vice Principals, and Bursar	Lakeland
Technology Petty Cash Account	Board Secretary, Technology Manager and Dept. Secretary	Lakeland
Special Services Petty Cash Account	Board Secretary, Director and Supervisor of Special Services	Lakeland
High School Athletic Petty Cash	Board Secretary, Athletic Director and/or Asst. Board Secretary	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
River Road Escrow Account	Board Secretary or Asst. 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
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 2019 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 8, 2019 to the Organization Meeting of 2020, 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. The motion approving these Finance Resolutions passed, with all members voting yes.

Curriculum Resolutions:

A motion was made by Mr. Palma and seconded by Mr. O’Brien to approve the following Curriculum 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 (NJSL) for the period January 8, 2019 to the Organization Meeting of 2020, or until such time that this board amends same.

No additional comments were made. The motion approving these Finance Resolutions passed, with all members voting yes.

Regular Meeting Resolutions

Superintendent’s Report

The Superintendent had no report.

Business Administrator’s Report

The Business Administrator had no report.

Committee Reports – No Action

The Committee had no reports.

Section G

Public Participation *(For items on the agenda only)*

The Board of Education recognized 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. No members of the public spoke.

Section H

Consent Resolutions

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

Board

Section I

I: Minutes

No actions were taken on this agenda.

Administration

Section J

J.1: Gifts, Grants and Donations

No actions were taken on this agenda.

J.2: Harassment, Intimidation and Bullying Report

WHEREAS, the Montville Township Board of Education has received the Harassment, Intimidation, and Bullying Report of the Superintendent on January 4, 2018, and

BE IT THEREFORE RESOLVED, that the Montville Township Board of Education does hereby affirm the Superintendent’s recommendation on Harassment, Intimidation and Bullying regarding the HIB report dated December 15, 2018 through January 4, 2018.

No additional comments were made.

Facilities and Finance

Section K

K.1 – K.5: RESERVED

No actions were taken on this agenda.

K6: Professional Services Agreement

RESOLVED, that the Montville Township Board of Education approves the Architect Agreement, Parette Somjen Architects, for professional architectural services in connection with the referendum at a professional flat fee amount of \$9,700.00, excluding additional reimbursable expenses which will be billed separately, for the air conditioning of the 500/600 wing classrooms at Montville Township High School.

No additional comments were made.

Personnel

Section L

RESOLVED, that the Montville Township Board of Education approves the following personnel items: (NOTE: Approval of this resolution authorizes the Superintendent to submit to the county superintendent applications for emergent hiring and the applicant's attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. seq., N.J.S.A. 18A:39-17 et. Seq., or N.J.S.A. 18A:6-4.13 et. seq. for those employees listed below. All appointments are contingent upon receipt of proper teaching certification, and all salary placements are pending receipt of college transcripts verifying degree status and letter stating years of service in other districts.)

L.1 – L.5: RESERVED

No actions were taken on this agenda.

Curriculum, Instruction & Technology

Section M

M.1 – M.5: RESERVED

No actions were taken on this agenda.

Policy

Section N

N.1 – N.2: RESERVED

No actions were taken on this agenda.

Vote on Consent Resolutions

Roll Call

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

Mr. J. Morella	Voted Yes,	on resolutions I through N, without exception.
Mr. J. Daughtry	Voted Yes,	on resolutions I through N, without exception.
Dr. K. Cortellino	Voted Yes,	on resolutions I through N, without exception.
Mr. C. Grau	Voted Yes,	on resolutions I through N, without exception.
Dr. D. Modrak	Voted Yes,	on resolutions I through N, without exception.
Mr. M. O'Brien	Voted Yes,	on resolutions I through N, without exception.
Mr. M. Palma	Voted Yes,	on resolutions I through N, without exception.
Mr. M. Rappaport	Voted Yes,	on resolutions I through N, without exception.
Ms. M. Zuckerman	Voted Yes,	on resolutions I through N, without exception.

Closed Session Announcement

Section O

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 22, 2019 at 6:30 p.m.** to discuss:

- 1) Superintendent's Harassment, Intimidation and Bullying ("HIB") update/recent matters and investigations, if any; and
- 2) JCP&L Lazar Power Lines Improvement Project; 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 22, 2019 at 7:30 p.m.** at Montville Township High School.

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

Old Business

Section Q

There was no Old Business discussed.

General Board Comment and New Business

Section R

President Grau indicated that the proposals for legal services would be reviewed by the Finance and Facilities Committee on January 22, 2019. Ms. Slunt will provide copies of the proposals and a synopsis of the firms.

Public Participation *(On any item of interest)*

The Board of Education recognized 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. No member of the public spoke.

Adjournment

A motion was made by Mr. Palma seconded by Mr. O'Brien to adjourn the meeting. The motion passed, all voting in favor of the motion.

Motion to Re-Open Meeting

A motion was made by Dr. Cortellino seconded by Mr. O'Brien to re-open the meeting for the purpose of Public Participation. The motion passed, all voting in favor of the motion.

Public Participation *(On any item of interest)*

Section S

The Board of Education recognized 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. One member of the public spoke, describing issues with Aldin Bus Company and the transportation routes into Morris School of Technology. The Board noted the issues raised. Ms. Slunt responded, explaining the district's experience with Aldin Bus Company and the actions taken to rectify the problems. Ms. Slunt encouraged further input regarding the services provided and will provide updates as they come available.

Adjournment

Section T

A motion was made by Mr. O'Brien seconded by Mr. Daughtry to adjourn the meeting. The motion passed, all voting in favor of the motion. The meeting adjourned at 7:32 p.m.

Respectfully Submitted,

Katine Slunt
Board Secretary