

MONTVILLE TOWNSHIP BOARD OF EDUCATION

**MINUTES
SPECIAL MEETING**

March 17, 2015

Montville Township Municipal Building

A. President Cortellino called the meeting to order at 7:15 p.m.

<u>BOE ROLL CALL:</u>	<u>Present</u>	<u>Absent</u>
Dr. Cortellino	<u>X</u>	<u> </u>
Mr. Grau	<u>X</u>	<u> </u>
Mr. Johnson	<u>X</u>	<u> </u>
Dr. Kayne	<u>7:30PM</u>	<u> </u>
Dr. Modrak	<u>X</u>	<u> </u>
Mr. Morella	<u> </u>	<u>X</u>
Mrs. Novi	<u> </u>	<u>X</u>
Mr. O'Brien	<u>X</u>	<u> </u>
Mr. Palma	<u>X</u>	<u> </u>
Genevieve Lake	<u> </u>	<u>X</u>
Jay Sirot	<u> </u>	<u>X</u>

OTHERS PRESENT:

Paul Fried (Superintendent), James T. Tevis (School Business Administrator/Board Secretary), Casey Shorter (Assistant Superintendent), and Andrea Woodring (Assistant Superintendent for Curriculum and Instruction).

C. PLEDGE OF ALLEGIANCE

Board members and all others present participated in the Pledge of Allegiance.

D. READING OF THE NEW JERSEY OPEN PUBLIC MEETING LAW STATEMENT

School Business Administrator Tevis read the New Jersey Open Public Meeting Law as follows:

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice 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 approved this meeting date. Notice of the meeting has been posted at the Montville 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.

E. RESERVED - HIGH SCHOOL STUDENT REPRESENTATIVES REPORT – (NO REPORT)

F. SUPERINTENDENT’S REPORT

The superintendent reported on the following items:

Presentations

- Proposed Budget Presentation (2015-2016) – Dr. Paul Fried & Mr. James Tevis
 - Board Members’ Comments and Questions
 - The Superintendent noted that the William Mason Elementary teaching position reduction has been added back into the budget, but that the air conditioning project was not..
 - **Public Participation – Proposed School Budget**
 - One member of the public spoke regarding this topic.
 - The board and administration responded to the public’s comments.

BUSINESS ADMINISTRATOR’S REPORT

No report.

G. RESERVED - COMMITTEE REPORTS – (NO REPORTS)

H. PUBLIC PARTICIPATION

No members of the public wished to be recognized at this time.

I. RESERVED – MINUTES – (NO ACTION)

J. RESERVED – ADMINISTRATIVE – (NO ACTION)

Motion by Member Grau, second by Member Palma, to accept the recommendation of the superintendent and adopt items K-O & the Addendum:

K. FACILITIES & FINANCE

Mr. Grau – Chair, Dr. Cortellino, Dr. Kayne, Mrs. Novi

K.1 Reserved - Payment of Bills – (No Action)

K.2 Transfer of Funds – January, 2015

RESOLVED, that the Montville Township Board of Education ratifies budget transfers for the period ending **January, 2015** as listed on (**Document K.2**).

K.3 Financial Reports – January, 2015

WHEREAS, the Montville Township Board of Education has received the **Report of the Board Secretary** and the **Treasurer’s Report** for the month of **January, 2015** (**Documents K.3.a and K.3.b** respectively), and

WHEREAS, the reports of the board secretary and treasurer are in agreement; and

WHEREAS, in compliance with N.J.S.A. 18A:17-9 and 18A:17-36 the secretary has certified that, as of the date of the report, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education except as noted, and that transfers have been submitted for approval of the Board at subsequent meetings.

NOW, THEREFORE, BE IT RESOLVED, that in compliance with N.J.S.A. 18A:17-9 and 18A:17-36, the board of education approves the monthly financial reports of the board secretary and treasurer and certifies that, after review of the monthly financial reports of the board secretary and treasurer, and upon consultation with the appropriate district officials, to best of its knowledge, no major account or fund has been over expended in violation of N.J.S.A. 18A:17-9 and 18A:17-36, and that sufficient funds are available to meet the district’s financial obligations for the remainder of the year; and

BE IT FURTHER RESOLVED, that pursuant to P.L. 2004 Ch. 73 (S-1701), the board certifies that after review of the secretary’s monthly financial report and upon consultation with the appropriate district officials, that there are no budgetary transfers that cumulatively exceed 10% that would require the approval of the commissioner of education; and

BE IT FURTHER RESOLVED that a copy of the reports (**Documents K.3.a and K.3.b**) shall become a part of the minutes of this meeting.

K.4 Reserved - Use of Facility Requests – (No Action)

K.5 Reserved - Contracted Services Approval – School/Instruction Functions – (No Action)

K.6 Adoption of Preliminary Proposed Budget: 2015-2016

BE IT RESOLVED, that the tentative budget be approved for the 2015-2016 School Year using the 2015-2016 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2015-2016 Total Expenditures	72,601,362	953,645	2,547,376	76,102,383
Less: Anticipated Revenues	<u>7,687,556</u>	953,645	<u>167,307</u>	<u>8,808,508</u>
Taxes to be Raised	<u>64,913,806</u>	<u>0</u>	<u>2,380,069</u>	<u>67,293,875</u>

And to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Montville Township High School, Montville, New Jersey on April 28, 2015 at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2015-2016 School Year.

BE IT FURTHER RESOLVED, that there should be raised for the General Fund a tax levy of \$64,913,806 for the ensuing School Year (2015-2016).

BE IT FURTHER RESOLVED, that the Montville Township Board of Education approves the following capital projects for the 2015-2016 school year:

- VV – Boiler Replacement Project \$ 436,450
- VV – Network Cable Replacement Project \$ 40,000
- LZ – Boiler Replacement & Electric Upgrade Project \$ 747,400
- HS – Media Center Renovations Project \$1,720,000
- HS – Outdoor (Graduation) Stair Replacement Project \$ 17,000
- HS – Lightning Detection System for Ball Fields Project \$ 19,000
- District – Parking Lot Repairs/Paving Project \$ 50,000
- District – Security Measure Int. Gym Door Replacement Project \$ 12,000.

BE IT FURTHER RESOLVED, that the Montville Township Board of Education requests the approval of a capital reserve withdrawal in the amount of \$2,306,450.00 in order to utilize these funds for the following projects in the 2015-2016 school year:

- Valley View – Boiler Replacement Project \$ 436,450
- Lazar – Boiler Room Electric Upgrade Project \$ 150,000
- High School – Media Center Renovations Project \$1,720,000.

WHEREAS, the Montville Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$100,000 for all staff and board members.

WHEREAS, N.J.A.C. 6A:23A:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

WHEREAS, the tentative budget includes the following appropriations:

Legal	\$ 279,500
Accounting	\$ 37,500
Architect (general)	\$
Prof Dev	\$ 69,500; and

WHEREAS, the Administration needs to notice the board if there arises a need to exceed said maximums. Upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

NOW, THEREFORE, BE IT RESOLVED, that the Montville Township School District Board of Education establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2015-2016 school year.

K.7 Public Hearing: 2015-2016 Proposed Budget

RESOLVED, that the Montville Township Board of Education set the date of the Public Hearing for the School Budget for the 2015-2016 school year for April 28, 2015 at 7:30 PM in the Montville Township High School.

L. PERSONNEL

Mr. Morella – Chair, Mr. Palma, Mr. Johnson, Dr. Cortellino

RESOLVED, that the Montville Township Board of Education approve 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.3 Reserved – (No Action)

L.4 Adjustments, Stipends, Degree Changes

RESOLVED, that the Montville Township Board of Education post-approve the following:

Code	Name	Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Term.	Discussion
1	Anderson, Rebecca	Approve	Chaperone	N/A	\$130.00	Cherry Hill, NJ	02/25/2015	02/27/2015	DECA State competition
2	Lawson, Kim	Approve	Chaperone	N/A	\$130.00	Cherry Hill, NJ	02/25/2015	02/27/2015	DECA State competition
3	Maly, Jeff	Approve	Chaperone	N/A	\$130.00	Cherry Hill, NJ	02/25/2015	02/27/2015	DECA State competition
4	Santoro, Michael	Approve	Chaperone	N/A	\$130.00	Cherry Hill, NJ	02/25/2015	02/27/2015	DECA State competition
5	Gauweiler, John	Approve	Chaperone	N/A	\$130.00	Cherry Hill, NJ	02/25/2015	02/27/2015	DECA State competition
6	Dmitrieff, Peter	Approve	Chaperone	N/A	\$ 65.00	East Brunswick, NJ	02/26/2015	02/27/2015	FBLA State conference and competition

L.5 Reserved - Appointment of Substitutes – (No Action)

M. CURRICULUM / INSTRUCTION / TECHNOLOGY – (NO ACTION)

Mr. Palma – Chair, Dr. Modrak, Mr. O’Brien, Mr. Johnson

M.1 – M.2 Reserved – (No Action)

M.3 Approval of Field Trips

RESOLVED, that the Montville Township Board of Education approve the following in accordance with Policy 2340:

Code	School: Grade/Club/Team (Advisor)	Destination	Transportation Funding	Admission Fee Funding	Accommodations Funding
1	MTHS: DECA (Koch/Ramirez)	International DECA competition, Orlando, FL	BOE/Student Activity Account	Student Activity Account	BOE/Student Activity Account

M.4 – M.5 Reserved – (No Action)

N. RESERVED – POLICY – (NO ACTION)

O. CLOSED SESSION

O.1 Closed Session Announcement

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the board of education to meet in closed session to discuss certain matters.

BE IT THEREFORE RESOLVED, that the Montville Township Board of Education plans to meet in closed session on March 24, 2015 at 6:00 pm to discuss (select one or more):

- 1) *a matter rendered confidential by federal or state law*
- 2) *a matter in which release of information would impair the right to receive government funds*

- 3) *material the disclosure of which constitutes an unwarranted invasion of individual privacy*
- 4) *a collective bargaining agreement and/or negotiations related to it*
- 5) *a matter involving the purchase, lease, or acquisition of real property with public funds*
- 6) *protection of public safety and property and/or investigations of possible violations or violations of law*
- 7) *pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege*
- 8) *specific prospective or current employees unless all who could be adversely affected request an open session*
- 9) *deliberation after a public hearing that could result in a civil penalty or other loss.*

BE IT FURTHER RESOLVED, that the Montville Township Board of Education will meet in public session on March 24, 2015 at 7:00 pm at Montville Township Municipal Building.

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

ROLL CALL VOTE: Resolutions J – O:

	YES	NO	ABSTAIN	ABSENT	REMARKS
Charles Grau	X				
Michael Palma	X				
Michael Johnson	X				
David Modrak	X				
John Morella				X	
Carmela Novi				X	
Michael O’Brien	X				
Matthew Kayne	X				
Karen Cortellino	X				

Resolutions were approved on a 7 - 0 roll call vote.

P. OLD BUSINESS

None.

Q. ADDITIONAL REPORTS

None.

R. GENERAL BOARD COMMENTS / NEW BUSINESS

- Members Palma & O’Brien commented on the social media spying issue surrounding Pearson, the PAARC test coordinator.
- Member Modrak noted the Michelle Sullivan Basketball Fundraiser scheduled for March 26, 2015 at the high school.
- Member Johnson noted the School of Rock concerts scheduled for March 31, 2015 and April 1, 2015 at the high school.
- Member O’Brien wished everyone a Happy St. Patrick’s Day.

S. PUBLIC PARTICIPATION

No members of the public wished to be recognized at this time.

T. ADJOURNMENT

There being no further business to discuss, on a motion by Member Grau, second by Vice President Kayne, the meeting was adjourned at 8:25 p.m. The motion was approved by unanimous voice vote.

Respectfully submitted,

James T. Tevis
School Business Administrator/
Board Secretary

JTT: dm