

BOARD OF EDUCATION
TOWNSHIP OF MONTVILLE

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

Agenda

Organization Meeting of the Board of Education

Tuesday January 8, 2019

Call to Order by Katine Slunt

Roll Call

Board Member	Yes	No	Absent
Dr. Karen Cortellino			
Mr. Joseph Daughtry			
Mr. Charles Grau			
Dr. David Modrak			
Mr. John Morella			
Mr. Michael O'Brien			
Mr. Michael Palma			
Mr. Michael Rappaport			
Ms. Michelle 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

Open Public Meetings Statement by Katine Slunt

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.

Pledge of Allegiance

Board Member Oath

All New Board Members

BOARD MEMBER ELECTION:

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

Election of Officers

Katine Slunt seeks nominations for President.

Motion to Nominate: _____

Motion to Nominate: _____

Motion to Nominate: _____

Nomination for President	Vote	Abstain	Absent
Dr. Karen Cortellino			
Mr. Joseph Daughtry			
Mr. Charles Grau			
Dr. David Modrak			
Mr. John Morella			
Mr. Michael O'Brien			
Mr. Michael Palma			
Mr. Michael Rappaport			
Ms. Michelle Zuckerman			

The newly elected President assumes leadership of the meeting, takes nominations for Vice President.

Motion to Nominate: _____

Motion to Nominate: _____

Motion to Nominate: _____

Nomination for Vice President	Vote	Abstain	Absent
Dr. Karen Cortellino			
Mr. Joseph Daughtry			
Mr. Charles Grau			
Dr. David Modrak			
Mr. John Morella			
Mr. Michael O'Brien			
Mr. Michael Palma			
Mr. Michael Rappaport			
Ms. Michelle Zuckerman			

Organization Resolutions

Motion:
Second:

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

Board Member	Yes	No	Absent
Dr. Karen Cortellino			
Mr. Joseph Daughtry			
Mr. Charles Grau			
Dr. David Modrak			
Mr. John Morella			
Mr. Michael O'Brien			
Mr. Michael Palma			
Mr. Michael Rappaport			
Ms. Michelle Zuckerman			

Finance Resolutions:

Motion:

Second:

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

Board Member	Yes	No	Absent
Dr. Karen Cortellino			
Mr. Joseph Daughtry			
Mr. Charles Grau			
Dr. David Modrak			
Mr. John Morella			
Mr. Michael O'Brien			
Mr. Michael Palma			
Mr. Michael Rappaport			
Ms. Michelle Zuckerman			

Curriculum Resolutions:

Motion:
Second:

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 8, 2019 to the Organization Meeting of 2020, or until such time that this board amends same.

Board Member	Yes	No	Absent
Dr. Karen Cortellino			
Mr. Joseph Daughtry			
Mr. Charles Grau			
Dr. David Modrak			
Mr. John Morella			
Mr. Michael O'Brien			
Mr. Michael Palma			
Mr. Michael Rappaport			
Ms. Michelle Zuckerman			

Regular Meeting Resolutions

Superintendent's Report

Business Administrator's Report

Committee Reports – No Action

Section G

No actions are to be considered on this agenda.

Public Participation

(For items on the agenda only)

Section H

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.

In order to permit the fair and orderly expression of such comments, the Board shall set aside a portion of Board meeting, the length of the portion to be determined by the Board, for public comment on any school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules.

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;
2. Each statement made by a participant shall be limited to five minutes' 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 statement, questions or inquires shall be directed to the presiding officer and any questions or inquires directed by a participants to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member;
5. The presiding officer may:
 - Interrupt, warn, and/ or terminate a participant's statement, question or inquiry when it is too lengthy;
 - Interrupt and/or warn a participant when the statement, question or inquiry is abusive, obscene or may be defamatory;
 - Request any person to leave the meeting when that person does not observe reasonable decorum;
 - Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
 - Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and
 - Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board Meeting.

Consent Resolutions

Motion:
Second:

All matters are considered to be routine in nature and will be enacted by one motion. Any Board member may request that an item be removed from the Consent Agenda for separate consideration. Any item(s) removed from the Consent Agenda will be discussed and acted upon separately, immediately following the consideration of the remaining items on the Consent Agenda. A motion or a second

is not required to remove an item(s) from the Consent Agenda. All resolutions acted upon at this meeting are available to be viewed this evening and copies can be obtained by contacting the School Board Office.

Board

Section I

I: RESERVED

No actions are to be considered on this agenda.

Administration

Section J

J.1: RESERVED

No actions are to be considered 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.

Facilities and Finance

Section K

K.1 – K.5: RESERVED

No actions are to be considered 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.

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 are to be considered on this agenda.

Curriculum, Instruction & Technology

Section M

M.1 – M.5: RESERVED

No actions are to be considered on this agenda.

Policy

Section N

N.1 – N.2: RESERVED

No actions are to be considered on this agenda.

Vote on Consent Resolutions

Roll Call

Board Member	M/S	Yes	No	Abstain	Absent	Comments
Dr. Karen Cortellino						
Mr. Joseph Daughtry						
Mr. Charles Grau						
Dr. David Modrak						
Mr. John Morella						
Mr. Michael O’Brien						
Mr. Michael Palma						
Mr. Michael Rappaport						
Ms. Michelle Zuckerman						

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

General Board Comment and New Business

Section R

Public Participation (On any item of interest)

Section S

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. The Board requests that the same guidelines be followed as outlined above.

Adjournment

Section T

Motion: _____ Seconded: _____
All in Favor: _____ Oppose: _____ Abstain: _____

The meeting adjourned at _____ p.m.

Regularly scheduled Board of Education meetings are televised and posted to YouTube via the internet.

Visit the district’s website at www.montville.net for a link to archived Board of Education meetings.