

TOWNSHIP OF MONTVILLE
BOARD OF EDUCATION

Montville Township High School: 100 Horseneck Road Montville, New Jersey

Minutes

Special Meeting of the Board of Education

Tuesday, March 10, 2020

Two members of the public were present. President Grau called the meeting to order at 7:32 p.m. with a roll call.

Roll Call

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

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

Closed Session

There was no Closed Session held.

President Grau welcomed the public and led the flag salute.

Open Public Meeting Notice

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

The New Jersey Open Public Meeting Law was enacted to ensure 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, Montville Township Board of Education provided a public notice of this meeting, which included time, date and location, that was posted at the Montville Township Municipal Building, all Montville public schools, the Montville Public Library, the Montville Township Board of Education Administrative Office Building, the district website and advertised in the Daily Record, the Board's official newspaper, on February 22, 2020.

President Grau discussed the purpose of the special meeting, introducing Dr. Cortellino, Chair of the Finance & Facilities Committee. Dr. Cortellino discussed the development of the budget as a zero-based budget. Dr. Cortellino indicated that this tentative budget will be submitted to the Morris County Office of the Superintendent for review and presented to the public at the Public Hearing on April 28, 2020.

Section F:

Superintendent's Report

Business Administrator's Report:

Presentation on Tentative 2020-2021 Budget

Ms. Slunt presented the 2020-2021 Annual School Budget, reviewing the programs included in the areas of Instruction, Student Support Service, Administration, Operations, Capital Improvements and Employee Benefits. Ms. Slunt also reviewed the Special Revenue and Debt Service Funds. Ms. Slunt concluded with the revenue sources and anticipated tax impact for the programs proposed. The Board discussed various areas of the presented budget.

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. No member of the public spoke.

Consent Resolutions

A motion was made by Dr. Cortellino and seconded by Mr. Daughtry to approve the following resolution.

Section K:

Facilities and Finance

Chair, Dr. Cortellino – Mr. Daughtry, Mr. O’Brien

K.6: Adoption of Preliminary Proposed Budget for the 2020-2021 School Year

WHEREAS, N.J.A.C. 6A:23A:8.1 requires that the Montville Township Board of Education annually adopt an Annual School Budget that provides for a thorough and efficient education.

AND WHEREAS, N.J.A.C. 6A:23A:8.1 requires that the Montville Township Board of Education complete the budget application as outlined by the Commission of Education and submit the said annual school budget to the Executive County Superintendent for approval.

NOW, THEREFORE, BE IT RESOLVED, that Montville Township Board of Education approve the tentative Annual School Budget for the 2020-2021 School Year and that the Secretary to the Board of Education be authorized to submit the following tentative Annual School Budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2020-2021 Total Expenditures	\$ 81,988,331	\$ 1,024,996	\$ 2,625,906	\$ 85,639,233
Less: Other Revenues	1,194,415	50,107	0	1,244,522
Less: State Revenues	5,059,624	71,660	342,141	5,473,425
Less: Federal Revenues	0	903,229	0	903,229
Less: Appropriated Fund Balance	1,019,112	0	328,660	1,347,772
Less: Withdrawals from Reserves	2,053,000	0	0	2,053,000
Taxes to be Raised	\$ 72,662,180	\$ 0	\$ 1,955,105	\$ 74,617,285

BE IT FURTHER RESOLVED, that the Montville Township Board of Education direct the Secretary to the Board of Education 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 the Montville Township Board of Education schedule a public hearing be held in Montville, New Jersey on April 28, 2020 at 7:30 p.m. for the purpose of conducting a public hearing on the Annual School Budget for the 2020-2021 School Year; and

BE IT FURTHER RESOLVED, that there should be raised for the General Fund a tax levy of \$76,662,180 for the ensuing School Year (2020-2021), which includes \$500,000 from Banked Cap. This Banked Cap will be used to fund an additional Class-Three Officer for the middle school and the expansion of the district’s Basic Skills, E.S.L. and Vocational programs, in order to better meet the needs of the district’s students. The use of the Banked Cap will be completed by the end of the 2020-2021 School Year and will not be deferred or incrementally completed over a longer period of time.

WHEREAS, N.J.A.C. 6A:23A:14.1 requires that the Montville Township Board of Education obtain approval for the local funding of non-referendum capital projects through the necessary line items in capital outlay in the 2020-2021 budget certified for taxes.

AND WHEREAS, the Montville Township Board of Education has included in Budget Line 620, Budgeted Withdrawal from Capital Reserve - Excess Costs & Other Capital Projects, the following non-referendum capital projects in the 2020-2021 Annual School Budget:

Paving Back Parking Lot at Montville Township High School	\$ 250,000.00
Renovations to Exterior Building at Montville Township High School	657,500.00
Repair to Exterior Stairs at Montville Township High School	64,000.00
Renovations to Landscaping at Montville Township High School	103,500.00
Partial Roof Replacement at Woodmont.	<u>578,000.00</u>
Total	\$ 1,653,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Montville Township Board of Education approve the use of Capital Reserve totaling \$1,653,000.00 for non-referendum capital projects. The amount noted represents expenditures for construction elements that exceed the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

WHEREAS, N.J.A.C. 6A:23A:14.2 requires that the Montville Township Board of Education obtain approval for the local funding of required maintenance of school facilities through the necessary line items in capital outlay in the 2020-2021 budget certified for taxes, when utilizing funds from the district's Maintenance Reserve.

AND WHEREAS, the Montville Township Board of Education has included in Budget Line 630, Budgeted Withdrawal from Maintenance Reserve, the following required maintenance in the 2020-2021 Annual School Budget:

Paving Front Parking Lot at Montville Township High School \$ 400,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Montville Township Board of Education approve the use of Maintenance Reserve totaling \$400,000 for the said maintenance repairs; these repairs are included in the district's 2020-2021 Comprehensive Maintenance Plan.

WHEREAS, N.J.A.C. 6A:23A:5.2 mandates the Montville Township Board of Education annually establish, prior to budget preparation, a maximum level of spending for public relations and each type of professional service for 2020-2021 School Year.

AND WHEREAS, the tentative Annual School Budget includes the following appropriations:

Legal Services	\$ 37,000	Accounting Services	\$ 88,000
Architect Services	\$ 0	Professional Development	\$ 159,000

AND WHEREAS, the district administration needs to notice the Montville Township Board of Education if there arises a need to exceed said maximums. Upon which the Montville Township Board of Education may adopt a dollar increase in the maximum amount through formal Board action.

AND WHEREAS, the Montville Township Board of Education and its administration wishes to minimize the amount of paperwork involved in this area.

NOW, THEREFORE, BE IT RESOLVED, that the Montville Township Board of Education establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2020-2021 School Year.

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members of the Montville Township Board of Education to receive approval of travel and related expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of travel and related expenses by the Superintendent of Schools and a majority of the full voting membership of the Board.

AND WHEREAS, the Montville Township Board of Education establishes, for regular district business travel only, an annual school year threshold of \$150 per staff member, Board Member and administrator where prior Board approval shall not be required unless this annual threshold for the 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:23A-7.1 et seq., but deemed by the Montville Township Board of Education to be necessary and unavoidable as noted on the approved Montville Township Board of Education Out of District Travel and Reimbursement Form.

AND WHEREAS, the district appropriated \$47,000 for the 2019-2020 School Year for travel and related expense reimbursements for all staff, administrators and Board members, expending \$12,200 to date.

NOW THEREFORE BE IT RESOLVED, 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

BE IT FURTHER RESOLVED, that the Montville Township Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A-7.1 et seq. as being necessary and unavoidable as noted on the approved Montville Township Board of Education Out of District Travel and Reimbursement Form; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.2, to a maximum expenditure of \$118,000 for all staff, administrators and Board members for the 2020-2021 School Year.

Section P:

Vote on Consent Resolutions

Roll Call

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

Dr. K. Cortellino	Voted Yes,	on resolution K.6, without exception.
Mr. J. Daughtry	Voted Yes,	on resolution K.6, without exception.
Mrs. C. Fano	Voted Yes,	on resolution K.6, without exception.
Dr. D. Modrak	Voted Yes,	on resolution K.6, without exception..
Mr. M. O'Brien	Voted Yes,	on resolution K.6, without exception.
Mr. M. Rappaport	Voted Yes,	on resolution K.6, without exception.
Ms. M. Zuckerman	Voted Yes,	on resolution K.6, without exception.
Mr. M. Palma	Voted Yes,	on resolution K.6, without exception.
Mr. C. Grau	Voted Yes,	on resolution K.6, without exception.

Section O:

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;

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 March 17, 2020 at 6:30 p.m. to discuss (select one or more):

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 March 17, 2020 at 7:30 p.m. 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.

Section Q:

Old Business

Mr. O’Brien commended the Business Office on their compilation and execution of the Annual School Budget

Section R:

General Board Comment and New Business

There was no General Board Comment or New Business discussed.

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. No members of the public spoke.

President Grau reminded the Board of the Regular Meeting on March 17, 2020.

Section T:

Adjournment

A motion was made by Mr. O’Brien and seconded by Ms. Zuckerman to adjourn the meeting. The motion passed, all present members voting in favor of the motion. The meeting adjourned at 9:29 p.m.

Respectfully Submitted,

Katine Slunt
Board Secretary