

**Minutes of the Regular Meeting
September 25, 2018**

Mountainside School District

Beechwood School, 1497 Woodacres Drive, Mountainside, NJ 07092
Deerfield School, 302 Central Avenue, Mountainside, NJ 07092

I. Call to Order

A Regular Meeting of the Mountainside Board of Education of the Borough of Mountainside in the County of Union, New Jersey was called to order by Mr. James Ruban, Jr., at 7:08 p.m. in Deerfield School, 302 Central Avenue, Mountainside, New Jersey.

II. Roll Call

At roll call, the following members were present:

Dr. Dana Guidici Pietro
Mrs. Kate Motz
Mr. James Ruban, Jr.
Mr. Carmine Venes

Also present were Dr. Nancy Lubarsky, Chief School Administrator, Mrs. Donna Alonso, School Business Administrator/Board Secretary and Mrs. Isabel Machado, Esq.

Mr. Gioia arrived after roll call at 7:10 p.m.

III. Executive Session – The following resolution was approved by roll call vote:

Moved: Venes	Seconded: Guidici Pietro		
RC) Gioia – Yes	Guidici Pietro – Yes	Minks – Absent	Motz – Yes
Parker – Absent	Ruban – Yes	Venes – Yes	

WHEREAS, Section 7 of the Open Public Meetings Act, Chapter 231, P.L. 1975 (R.S. 10:4-13), permits the exclusion of the public from a meeting or portion of a meeting of this public body in circumstances; and

WHEREAS, the Board must consider matter(s) involving the following:

- ❖ Legal/Personnel

The disclosure of which could constitute an unwarranted invasion of privacy; now

WHEREAS, the discussion of individual items to be considered by the Board in closed session may be made public once the need for confidentiality no longer exists, but the Board cannot state at the present time when that will be.

THEREFORE BE IT RESOLVED, that the Board adjourn to executive session at 7:02 p.m. to discuss the above mentioned matter to the exclusion of all others. Matters discussed may or may not be made public this evening. If an action results, it will be taken following reentry into regular session.

**Minutes of the Regular Meeting
September 25, 2018**

IV. Close Executive Session and Reconvene Public Session

Moved: Venes	Seconded: Gioia		
RC) Gioia – Yes	Guidicipietro – Yes	Minks – Absent	Motz – Yes
Parker – Absent	Ruban – Yes	Venes – Yes	

The public meeting was reconvened at 8:03 p.m.

V. Flag Salute

VI. Approval of Minutes

Moved: Gioia	Seconded: Venes		
RC) Gioia – Yes	Guidicipietro – Yes	Minks – Absent	Motz – Yes
Parker – Absent	Ruban – Yes	Venes – Yes	

- ❖ Minutes of the Regular Meeting of August 28, 2018
- ❖ Minutes of the 1st Executive Session of August 28, 2018
- ❖ Minutes of the 2nd Executive Session of August 28, 2018

VII. Correspondence - None

VIII. Public Participation –

This public participation portion shall also be considered a hearing open to the public wishing to comment on Item #1, under the personnel portion of the public agenda, related to the amended employment contract for Dr. Nancy Lubarsky for the period July 1, 2017 through June 30, 2020 as advertised on August 16, 2018, and as approved by the Executive County Superintendent of Schools in compliance with N.J.A.C. 6A:23A.

Dr. Lubarsky’s contract addendum was presented and there were no comments from the public.

IX. President’s Report - None

X. Chief School Administrator’s Report

Dr. Lubarsky discussed the start of the school year.

Dr. Lubarsky mentioned Back-to-School nights that occurred at Beechwood on 9/20/18, and were upcoming at Deerfield on 9/27/18.

Dr. Lubarsky mentioned there will be a Honeywell test sent out on 9/26/18 at 6:00 p.m.

Dr. Lubarsky introduced Rachel Pater, the new councilwoman and Education Liaison for Mountainside.

XI. Berkeley Heights Liaison Report

Mr. Ruban mentioned that Mrs. Parker was attending a meeting at Berkeley Heights, so there was no report.

**Minutes of the Regular Meeting
September 25, 2018**

XII. Administration

The following motions were approved by roll call vote: **Administration: #1-2**

Moved: Venes Seconded: Gioia
RC) Gioia – Yes Guidici Pietro – Yes Minks – Absent Motz – Yes
Parker – Absent Ruban – Yes Venes – Yes

1. Move to approve upon the recommendation of the Chief School Administrator, the Statement of Assurance Regarding the Use of Paraprofessional Staff – 2018-2019 School Year (Attachment #2).
2. Move to approve upon the recommendation of the Chief School Administrator, the New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act Statement of Assurances for Beechwood and Deerfield schools, July 1, 2017 to June 30, 2018 (Attachment #3).

XIII. Budget and Finance

The following motions were approved by roll call vote: **Budget & Finance: #1-7**

Moved: Gioia Seconded: Motz
RC) Gioia – Yes Guidici Pietro – Yes Minks – Absent Motz – Yes
Parker – Absent Ruban – Yes Venes – Yes

1. **RESOLVED THAT**, the Board approve the list of budget transfers for the month of August 2018 (Attachment #4).
2. **RESOLVED THAT**, the Board approve the payment of the bill list dated September 1, 2018, through September 30, 2018 (Attachment #5).
3. **WHEREAS**, the Board Secretary, Donna Alonso, certifies that subject to the approval of budget transfers appended to these minutes, payment of the claims set forth in the accompanying bill list will not result in the over expenditure of any budget line item.

WHEREAS, the Board Secretary, Donna Alonso, certifies that subject to the approval of budget transfers appended to these minutes, payment of the claims set forth in the accompanying bill list will not result in the over expenditure of any budget line item appropriation, as modified to date set forth in the level of detail contained in the Reports of the Board Secretary for August 2018:

RESOLVED THAT, the Board accepts the Financial Reports of the Board Secretary for August 2018 as submitted and certified (Attachment #6).

4. Move to approve upon the recommendation of the Chief School Administrator, special education placements and services as per (Attachment #7).

**Minutes of the Regular Meeting
September 25, 2018**

5. Move to approve in accordance with MBOE policy 6471, School District Travel, and upon the recommendation of the Chief School Administrator, the travel and related expenses itemized in (Attachment #8). This travel is deemed educationally necessary and fiscally prudent, and all travel expenditures shall be directly related to and within the scope of the staff member's current responsibilities and the district's Professional Development Plan.
6. Move to approve upon the recommendation of the Chief School Administrator, the Morris-Union Jointure Commission Joint Transportation Agreement for the 2018 extended school year in the amount of \$11,134.33 (Attachment #8a).
7. Move to approve upon the recommendation of the Chief School Administrator, the Morris-Union Jointure Commission Joint Transportation Agreement for the 2018-2019 school year in the amount of \$73,521.27 (Attachment #8b).

XIV. Personnel

The following motions were approved by roll call vote: **Personnel: #1-14**

Moved: Gioia	Seconded: Guidici Pietro	
RC) Gioia – Yes	Guidici Pietro – Yes	Minks – Absent Motz – Yes
Parker – Absent	Ruban – Yes	Venes – Yes

1. Move to approve the amended employment contract for Dr. Nancy Lubarsky, Chief School Administrator, for the period July 1, 2017 through June 30, 2020, as approved by the Executive County Superintendent (Attachment #9), as advertised on 8/16/18.
2. Move to approve upon the recommendation of the Chief School Administrator, Maternity Disability Leave for Brittney Steitz, part-time Paraprofessional at Deerfield, effective October 18, 2018, until November 23, 2018. She will be permitted to utilize any accumulated sick days. It is also recommended that Mrs. Steitz be granted an unpaid Family Leave from November 29, 2018 until January 4, 2019 in accordance with FMLA and NJFLA. Mrs. Steitz anticipates returning to work on January 10, 2019 (Attachment #10).
3. Move to approve upon the recommendation of the Chief School Administrator, the appointment of the following staff members to teach the FM Morning Math Club, which will be funded by the ESSA Title I grant:

April Starling	\$32.19 per session, not to exceed 60 sessions
Rachel Halek	\$32.19 per session, not to exceed 60 sessions
Axl Hirsch	\$32.19 per session, not to exceed 60 sessions

4. Move to approve upon the recommendation of the Chief School Administrator, the following staff members for homebound instruction: Rachel Halek, Sharon Scanlan, and Maria DeAnna, not to exceed 5 hours (in total) per week, at a rate of \$39.71/hour, from September 17, 2018 to June 19, 2018

**Minutes of the Regular Meeting
September 25, 2018**

5. Move to approve upon the recommendation of the Chief School Administrator, Susan Meagher, Paraprofessional, to work an additional 4 hours per week for the 2018-2019 school year.
6. Move to approve upon the recommendation of the Chief School Administrator, Marilyn Nacci, Paraprofessional, to work an additional 6 hours per week for the 2018-2019 school year.
7. Move to approve upon the recommendation of the Chief School Administrator, the appointment of the following part time Lunch Aides for the 2018-2019 school year: (Attachment #11-13)

Michele Saltalamacchia	\$13.00/hr.
Claudia Shehady	\$13.00/hr.
Patricia Sharkey	\$13.00/hr.

8. Move to approve upon the recommendation of the Chief School Administrator, the following staff members to serve as a mentors for the 2018-2019 school year:

Staff Member	Assignment	Amount
Nancy Kinney	Ramona Dunning 9/1/18 – 3/29/19	\$516.60
Nina Woo	Adriana Contreras 9/1/18 – 6/30/19	\$738.00

9. Move to approve upon the recommendation of the Chief School Administrator, the appointment of the following Stipend Positions for the 2018-2019 school year, contingent upon student enrollment for those student activities subsidized in accordance with Board Policy 2436, Activity Participation Fee Program:

Barbi Higinbotham	Recreation Club Assistant	\$32.19 per session (not to exceed 10 sessions)
Courtney Hunter	Recreation Club Assistant	\$32.19 per session (not to exceed 10 sessions)

Note: Originally approved Kristin Trentham and Paige Primmer for these positions, who have since declined.

10. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Sarah Onore, Language Arts Teacher, to the revised stipend position of Literary Magazine Advisor, for the 2018-2019 school year, at a rate of \$1,502.
11. Move to approve upon the recommendation of the Chief School Administrator, the request for tuition reimbursement from Adrienne Ridley, 6th Grade Language Arts Teacher, for class taken at Liberty University for the 2018 Summer Session for three (3) graduate credits in the amount of \$1,845.00 (Attachment #14).

**Minutes of the Regular Meeting
September 25, 2018**

12. Move to approve upon the recommendation of the Chief School Administrator, the request for tuition reimbursement from Suzanne Jenks, Grade 3-8 Coordinator, for classes taken at the College of Saint Elizabeth for the 2018 Summer II and III sessions for six (6) graduate credits in the amount of \$3,900.00 (Attachment #15).
13. Move to approve upon the recommendation of the Chief School Administrator, the notification to take classes from Suzanne Jenks, Grade 3-8 Coordinator, at the College of Saint Elizabeth for the Fall 2018 session for nine (9) graduate credits in the amount of \$5,850.00 (Attachment #16).
14. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Colleen Kelly, to the position of 2nd Grade Teacher (Leave Replacement), at the per diem rate of \$150 for the first 20 days of the assignment, and \$185 per diem for the balance of the assignment, effective October 1, 2018, until March 22, 2019 (Attachment #16a)

XV. Curriculum --

Moved: Guidici Pietro Seconded: Gioia
 RC) Gioia – Yes Guidici Pietro – Yes Minks – Absent Motz – Yes
 Parker – Absent Ruban – Yes Venes – Yes

1. Move to approve upon the recommendation of the Chief School Administrator, the following field trips for the 2018-2019 school year:

Date	Destination	Grade	Teacher in Charge	Estimated Cost
10/16/18 10/18/18 (rain date)	The Hetfield House	5	Nancy Kinney	\$0
5/2/19	Trailside Nature & Science Center	5	Nancy Kinney	\$1250 paid for by the PTO

XVI. Policy –

Moved: Motz Seconded: Guidici Pietro
 RC) Gioia - Yes Guidici Pietro - Yes Minks - Absent Motz - Yes
 Parker - Absent Ruban - Yes Venes – Yes

1. Move to approve upon the recommendation of the Chief School Administrator, the following policies for second reading and adoption:

1550	Equal Employment/Anti-Discrimination Practices	Revised Mandated
8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods	Revised Mandated

**Minutes of the Regular Meeting
September 25, 2018**

2. Move to approve upon the recommendation of the Chief School Administrator, the following policies for first reading:

5350	Student Suicide Prevention	Revised Mandated
5533	Student Smoking	Revised Mandated
8561	Procurement Procedures for School Nutrition Programs	New

XVII. Old Business – none

XVIII. New Business -

Dr. Guidiciopietro, as PTO Liaison, stated that the PTO hosted a Welcome Breakfast and Ice Cream Social at the start of the school year, and will have a Fall Festival on 10/13/18. Dr. Guidiciopietro commented on the amount of parking spots available at drop-off and pick-up and requested a study to increase staff parking near the ball fields. Dr. Lubarsky responded that she will look into the general costs, and that the Board would need this information before moving forward.

XIX. Committee Reports

- Buildings and Grounds: discussion of Beechwood canopy
- Strategic Planning: meeting on 9/27/18 and will report shortly.

XX. Public Participation –

A community member commented and agreed with the idea of expanding parking.

XXI. Executive Session – The following resolution was approved by roll call vote:

Moved: Venes Seconded: Gioia
 RC) Gioia – Yes Guidiciopietro – Yes Minks – Absent Motz – Yes
 Parker – Yes Ruban – Yes Venes – Yes

Dr. Nancy Lubarsky, Chief School Administrator and Ms. Isabel Machado Esq. were present.

Mrs. Parker arrived at 8:25

WHEREAS, Section 7 of the Open Public Meetings Act, Chapter 231, P.L. 1975 (R.S. 10:4-13), permits the exclusion of the public from a meeting or portion of a meeting of this public body in circumstances; and

WHEREAS, the Board must consider matter(s) involving the following:

- ❖ Legal/Personnel

The disclosure of which could constitute an unwarranted invasion of privacy; now

**Minutes of the Regular Meeting
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WHEREAS, the discussion of individual items to be considered by the Board in closed session may be made public once the need for confidentiality no longer exists, but the Board cannot state at the present time when that will be.

THEREFORE BE IT RESOLVED, that the Board adjourn to executive session at 8:27 p.m. to discuss the above mentioned matter to the exclusion of all others.

XXII. Close Executive Session and Reconvene Public Session

Moved: Venes Seconded: Gioia
RC) Gioia – Yes Guidicipietro – Yes Minks – Absent Motz – Yes
 Parker – Yes Ruban – Yes Venes – Yes

The public meeting was reconvened at 9:29 p.m.

Also present were Dr. Nancy Lubarsky, Chief School Administrator, and Mrs. Isabel Machado, Esq.

XXIII. Personnel

The following motion was approved by roll call vote: **Personnel: #15**

Moved: Gioia Seconded: Guidicipietro
RC) Gioia – Yes Guidicipietro – Yes Minks – Absent Motz – Yes
 Parker – Yes Ruban – Yes Venes – Yes

15. Move to approve upon the recommendation of the Chief School Administrator, the resignation of Donna Alonso, Business Administrator/Board Secretary.

XXIV. Adjournment

A motion was made by Mr. Venes at 9:40 p.m., seconded by Mr. Gioia to adjourn. The motion was passed by a unanimous voice vote.

Respectfully Submitted,

Mrs. Donna Alonso
School Business Administrator/Board Secretary