

**Minutes of the Regular Meeting  
November 27, 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 7:04 p.m. in the Deerfield School Media Center, 302 Central Avenue, Mountainside, New Jersey.

**II. Roll Call**

At roll call, the following members were present:

Mr. Dante Gioia  
Dr. Dana Guidicipietro  
Mr. Christopher Minks  
Mrs. Kate Motz  
Mrs. Jeane Parker  
Mr. James Ruban, Jr.

Also present were Dr. Nancy Lubarsky, Chief School Administrator and Mr. Steven DiGeronimo, Interim School Business Administrator/Board Secretary, and District Auditor of Record, Bob Morrison, Hodulik & Morrison, P.A.

Mr. Carmine Venes was absent.

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

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

**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:

1. 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.

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**THEREFORE BE IT RESOLVED**, that the Board adjourn to executive session at 7:08 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.

**IV. Close Executive Session and Reconvene Public Session**

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

The public meeting was reconvened at 8:04 p.m.

**V. Flag Salute**

**VI. Approval of Minutes**

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

- ❖ Minutes of the Regular Meeting of October 23, 2018
- ❖ Minutes of the 1<sup>st</sup> Executive Session of October 23, 2018

**VII. Correspondence - None**

**VIII. Public Participation - None**

**IX. President’s Report –**

Mr. Ruban welcomed the two new Board members elect.

**X. Chief School Administrator’s Report**

- Dr. Lubarsky welcomed Steven DiGeronimo, the new Interim Business Administrator/Board Secretary.
- Dr. Lubarsky introduced Bob Morrison who made the Auditor Presentation:
  - The audit reflected a stabilization of district finances-no recommendations were made.
  - He also discussed the Berkeley Heights tuition process, challenges and agreement.
- Dr. Lubarsky introduced faculty members and their presentation on Meeting the Needs of Struggling Students.

**XI. Berkeley Heights Liaison Report**

Mrs. Parker reported on the following items:

- Berkeley Heights Superintendent, Mrs. Judy Rattner retired, and a search for a permanent replacement is ongoing.

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- The Girls Soccer Team won Group II Title, the Football Team won Thanksgiving game, and the Marching Band won an award for competition.
- School play performance is the weekend of November 30.
- Parent Technology Survey is requesting responses.
- Articulation meetings between Berkeley Heights and Mountainside districts are scheduled.

Dr. Lubarsky reported on the following:

- A Community Forum will be held on December 10<sup>th</sup> at Deerfield school to discuss the Berkeley Heights superintendent search. More information will be forthcoming.

**XII. Administration**

The following motions were approved by roll call vote: **Administration: #1-4**

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

1. Move to approve upon the recommendation of the Chief School Administrator, the School Safety and Security Plan Annual Review Statement of Assurance (Attachment #2).
2. Move to approve upon the recommendation of the Chief School Administrator, the 2018-2019 Emergency Management Plan (Attachment #3) as revised.
3. Move to approve upon the recommendation of the Chief School Administrator, the NJ Quality Single Accountability Continuum (NJQSAC) Statement of Assurance – School Year 2018-2019 (Attachment #4).
4. Move to approve upon the recommendation of the Chief School Administrator, the Beechwood and Deerfield Schools October 2018 safety and security drill reports (Attachment #5).

**XIII. Budget and Finance**

The following motions were approved by roll call vote: **Budget & Finance: #1-10**

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

1. **RESOLVED THAT**, the Board approve the list of budget transfers for the month of October 2018 (Attachment #6).
2. **RESOLVED THAT**, the Board approve the payment of the bill list dated November 1, 2018, through November 30, 2018 (Attachment #7).
3. **WHEREAS**, the Board has received the preliminary Financial Reports of the Treasurer of School Monies for the month of October 2018 and the preliminary Financial Reports of the Board Secretary for the month of October 2018; and

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**WHEREAS**, the Board Secretary, Steve DiGeronimo, 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 October 2018:

**RESOLVED THAT**, the Board accepts the Treasurer Report for the month of October 2018 and the Financial Reports of the Board Secretary for October 2018 as submitted and certified (Attachment #8).

4. **RESOLVED THAT**, the Mountainside Board of Education, accepts the FY 2017-2018 audit, and approves the submission of the CAFR (Comprehensive Annual Financial Report) as presented by the firm of Hodulik & Morrison, P.A.
5. **WHEREAS**, the Mountainside Board of Education approved Budget and Finance resolution #4 at the June 12, 2018 meeting authorizing the Business Administrator to proceed with all necessary adjustments and transfers to close the books for the 2017-2018 fiscal year; and

**WHEREAS**, the district was informed during the month of September 2018 by the New Jersey Department of Education of the award of Extraordinary Aid and Non-Public School Transportation Aid, for the 2017-2018 school year, in the amounts of \$147,125 and \$24,650 respectively;

**WHEREAS**, in accordance with the provisions of N.J.A.C. 6A:23A-13.3, the district may, by Board resolution, adjust these revenues from the year end excess surplus calculation, and appropriate said funds in the subsequent fiscal year without commissioner approval;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mountainside Board of Education, accept the recommendation of the Superintendent and the Business Administrator and approve the adjustment of excess Extraordinary Aid of \$13,907 and Non-Public Transportation Aid of \$24,650 from the 2017-2018 fiscal year excess surplus calculation.

6. **RESOLVED THAT**, by the School Board of Mountainside School District, County of Union, State of New Jersey, that it hereby appoints Steven DiGeronimo as the School Alliance Insurance Fund Commissioner, and

**BE IT FURTHER RESOLVED** that copies of this Resolution be forwarded to the Fund Commissioner, Steven DiGeronimo, and the School Alliance Insurance Fund.

7. Move to approve upon the recommendation of the Chief School Administrator, Golden Arrow Transportation for use as transportation for sports trips at a rate of \$71.25 for the 1<sup>st</sup> 4 hours and \$70/hr. additional overtime. (Attachment #9)
8. Move to approve upon the recommendation of the Chief School Administrator, to contract with Reading Writing Network Project, LLC for professional development services totaling \$37,500 for the 2018-2019 school year. (Attachment #10).

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9. 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 #11). 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.

**XIV. Personnel**

The following motions were approved by roll call vote: **Personnel: #1-3**

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

1. Move to approve upon the recommendation of the Chief School Administrator, the corrected Maternity Disability Leave for Kaitlin Elliott, part-time Basic Skills Teacher, effective January 3, 2019, until January 25, 2019. She will be permitted to utilize any accumulated sick days. It is also recommended that Mrs. Elliott be granted an unpaid Family Leave from January 31, 2019 until March 1, 2019 in accordance with FMLA and NJFMLA. Mrs. Elliott anticipates returning to work on March 7, 2019 (Attachment #12).
2. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Kathleen Goldbeck, to the stipend position of Assistant Girls’ Basketball Coach, for the 2018-2019 school year, at a rate of \$2,047.
3. Move to approve upon the recommendation of the Chief School Administrator, the addition of Cara Greeley to the 2018-2019 Substitute Teacher List. (Attachment #13).

**XV. Curriculum**

The following motions were approved by roll call vote: **Curriculum: #1**

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

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

<b>Date</b>	<b>Destination</b>	<b>Grade</b>	<b>Teacher in Charge</b>	<b>Estimated Cost</b>
3/15/19	Union County College-Teen Arts Festival	6-8 Grade Select Students	Tiscia	Cost of Trip: \$1140 Paid by BOE Registration=\$300 Bussing=\$840
3/20/19	Broadway Theatre and 54 Below	8	Rosenblum	Cost of Trip: \$9700 Tickets=\$7600 Bussing=\$2100 Paid per student \$115/each



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**XVII. Old Business - None**

**XVIII. New Business** – Dr. Lubarsky announced that the BOE Reorganization meeting date will be Thursday, January 3, 2019 at 7:00 p.m. at Deerfield School.

**XIX. Committee Reports**

Negotiations/Berkeley Heights: We are planning to meet with BH to review the tuition agreement.

PTO Liaison:

Mrs. Guidici Pietro reported on the SEL parent training at the PTO Education night.

Buildings & Grounds:

Architects provided cost estimates to expand Beechwood parking lot, will need to revise.

The Board discussed the repairs on the Beechwood canopy. Mr. Gioia recommended to move forward and take action on it.

**Budget and Finance:**

The following motions were approved by roll call vote: **Budget & Finance: #1-10**

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

10. **WHEREAS**, the Board of Education desires to renovate and expand the existing canopy structure at the Beechwood School;

And the District has previously authorized the District architects, Solutions Architecture to develop a scope of the work for this desired renovation and expansion work;

**WHEREAS**, this work has been budgeted in the form of two separate quotations, reflecting different funding sources as such;

Quote #1 Renovation work- \$71,955 – funded from past referendum monies

Quote #2- Extension work- \$81,610 – funded from Capital Reserve and reimbursement from previous project expenditures

**RESOLVED THAT**, the Board of Education award a construction contract to RIS Construction Inc. 143 N. Fullerton Ave, Montclair, NJ in the amount of \$153,565.

**BE IT FURTHER RESOLVED**, this award has been procured through the use of the Ed Data purchasing consortium.

**XX. Public Participation** - none

**XXI. Executive Session** - none

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**XXII. Adjournment**

A motion was made by Mr. Gioia at 10:15 p.m., seconded by Mr. Minks to adjourn. The motion was passed by a unanimous voice vote.

Respectfully Submitted,

Mr. Steven DiGeronimo  
School Business Administrator/Board Secretary