

**Minutes of the Regular Meeting
April 26, 2016**

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 7:00 p.m. in the Susan O. Collier Media Center, 1497 Woodacres Drive, Mountainside, New Jersey.

II. Roll Call

At roll call, the following members were present:

Mr. Dante Gioia
Mrs. Cathy Jakositz
Mr. Christopher Minks
Mr. James Ruban, Jr.
Mr. Carmine Venes

Also present were Dr. Nancy Lubarsky, Chief School Administrator, and Mr. Eric Larson, School Business Administrator/Board Secretary.

Mrs. Jeane Parker arrived at 7:15 p.m. Mrs. Motz was absent.

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

Moved: Gioia	Seconded: Minks		
RC) Gioia – Yes	Jakositz – Yes	Minks – Yes	
Motz – Absent	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:

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.

THEREFORE BE IT RESOLVED, that the Board adjourn to executive session at 7:04 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.

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The public meeting was reconvened at 8:00 p.m.

IV. Flag Salute

V. Approval of Minutes

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

- ❖ Minutes of the Regular Meeting of March 22, 2016
- ❖ Minutes of the Executive Session of March 22, 2016

VI. Correspondence - None

VII. Public Participation - None

VIII. President’s Report - None

IX. Chief School Administrator’s Report

Dr. Lubarsky recognized the Deerfield Health Bee Team who won 2nd place in the Westfield Y Health Bee Competition.

Dr. Lubarsky reported results of lead water testing: According to RAMM Environmental Services, water is at safe drinking levels.

Dr. Lubarsky and Mr. Larson gave an overview of the 2016-2017 final budget.

X. Berkeley Heights Liaison Report

Mrs. Jeane Parker reported on the following Berkeley Heights items:

- GL musical was successful.
- Mountainside student was nominated to the All-State Chorus.
- Math group placed 3rd in competition.
- Days of Realization Program was held on April 21st and 22nd.
- Prom is on June 10th.
- Graduation will take place on June 21st.
- Cell tower will be built at no cost, police can use it, and revenue will be generated.

XI. Administration

The following motions were approved by roll call vote: **Administration: #1-5**

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

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1. Move to approve upon the recommendation of the Chief School Administrator, the Comprehensive Equity Plan for School Years 2016-17 through 2018-19 (Attachment #2).
2. Move to approve upon the recommendation of the Chief School Administrator, the 2016-2017 holidays for administrators and secretaries (Attachment #3).
3. Move to approve upon the recommendation of the Chief School Administrator, the 2016-2017 holidays for the Supervisor of Maintenance and Custodial Services and custodians (Attachment #4).
4. Move to approve upon the recommendation of the Chief School Administrator, HIB Investigation Summary dated March 18, 2016.
5. Move to approve upon the recommendation of the Chief School Administrator, the Beechwood and Deerfield Schools March 2016 safety and security drill reports (Attachment #5).

XII. Budget and Finance

The following motions were approved by roll call vote: **Budget & Finance: #1-12**

Motion #11 was tabled.

Moved: Gioia

Seconded: Minks

RC) Gioia – Yes

Jakositz – Yes

Minks – Yes

Motz – Absent

Parker – Yes

Ruban – Yes

Venes – Yes

1. **RESOLVED THAT**, the Board approve the list of budget transfers for the month of March 2016 (Attachment #6).
2. **RESOLVED THAT**, the Board approve the payment of the bill list dated April 1, 2016, through April 30, 2016 (Attachment #7).
3. **WHEREAS**, the Board has received the Financial Reports of the Treasurer of School Monies for the month of March 2016 and the Financial Reports of the Board Secretary for the month of March 2016; and

WHEREAS, the Board Secretary, Eric Larson, 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 February 2016:

RESOLVED THAT, the Board accepts the Treasurer Report for the month of March 2016 and the Financial Reports of the Board Secretary for March 2016 as submitted and certified (Attachment #8).

4. **WHEREAS**, the Mountainside Board of Education adopted a tentative budget on March 16, 2016 to be submitted to the Executive County Superintendent of Schools for approval, and

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WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 5, 2016; and

WHEREAS, the tentative budget was advertised in the legal section of the Westfield Leader on April 21, 2016; and

WHEREAS, the Mountainside Board of Education has approved the following adjustments to the tentative budget:

Revenue		Appropriations	
G.F. Budgeted Fund Balance	(\$7,580)	Communications	(\$7,580)

WHEREAS, the total amount of the budget for General Fund Expenses shall be \$16,883,082, of which \$15,410,193 shall be raised by tax levy; and

WHEREAS, the total amount of the budget for Special Revenue Fund Expense shall be \$150,434; and

WHEREAS, the total amount of the budget for Debt Service Expense shall be \$1,716,934 of which \$1,258,365 shall be raised by tax levy.

NOW THEREFORE, BE IT RESOLVED that the Mountainside Board of Education hereby adopts the 2016-2017 School Year budget and,

BE IT RESOLVED that there should be raised for the General Funds tax levy \$15,410,193 for the ensuing School Year 2016-2017 and,

BE IT RESOLVED that there should be raised for Debt Service tax levy, \$1,258,365, for the ensuing School Year 2016-2017.

WHEREAS, the Mountainside 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 Chief School Administrator 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 \$1,500 per authorized 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 1st through June 30th); 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; and

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THEREFORE, BE IT RESOLVED, that 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 \$20,000 for all staff and Board members.

5. **WHEREAS**, pursuant to N.J.A.C. 6A:23A-5.2, a board of education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3©14.

NOW, THEREFORE, BE IT RESOLVED, that the Mountainside Board of Education hereby establishes the following maximums for the General Fund 2016 – 2017 year as follows:

- Architecture/Engineering \$ 5,000
- Legal \$ 45,000
- Audit \$ 24,850
- Physician \$ 2,250

For a total amount of \$77,100.

BE IT FURTHER RESOLVED, that the School Business Administrator track and record these costs to insure that the maximum amount is not exceeded.

6. **RESOLVED**, that the Mountainside Board of Education set the annual fee for Subscription Bussing for FY 2016-2017 at \$450.00.
7. Move to approve upon the recommendation of the Chief School Administrator, to contract with Assitive Tek, to provide 2 possible assistive technology evaluations in the amount of \$900 (\$450 per evaluation) for the balance of the 2015-2016 school year.
8. Move to approve upon the recommendation of the Chief School Administrator, special education placements and services as per (Attachment #9).
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 #10). 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.
10. Move to approve upon the recommendation of the Chief School Administrator check 17072 for \$2,034 to Rosemarie Sardina for Tuition Reimbursement.

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11. Move to approve upon the recommendation of the Chief School Administrator to award the Deerfield Corridors Project to Apex Enterprises of Union, Inc., lowest bidder, as follows:

Base Bid	\$2,183,000	
Alternate 1	\$62,000	Gymnasium work
Alternate 2	\$79,000	Cafeteria work
Total	\$2,324,000	

Note: The above motion #11 was tabled.

12. **WHEREAS**, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., the Board resolved to award the Contract for Electrical Upgrades – Deerfield School (SA Project No. 15.166) to the apparent lowest responsible bidder on March 22, 2016; and **WHEREAS**, subsequent to the award, it was discovered that the successful bidder relied upon a misinterpretation of the specifications in its bid submission; and **WHEREAS**, subsequent to the award and upon further review of the specifications and bid submission, it was determined that to move forward with the project with the project specifications as written could potentially violate the spirit and intent of the Public School Contracts Law; and **WHEREAS**, in order for the Board to ensure that the purpose of the Public School Contracts Law is served, it must rescind the award, reject all bids, revise the specifications and rebid the project in accordance with N.J.S.A. 18A:18A-1 et seq. **NOW, THEREFORE, BE IT RESOLVED** that the Board hereby rescinds the award for SA Project No. 15.166 and rejects all bids in order to revise the specifications and rebid the project in accordance with N.J.S.A. 18A:18A-1 et seq.

XIII. Personnel

The following motions were approved by roll call vote: **Personnel: #1-16**

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

1. Move to approve upon the recommendation of the Chief School Administrator, the certificated tenured personnel list for the 2016-2017 school year (Attachment #11).
2. Move to approve upon the recommendation of the Chief School Administrator, the certificated non-tenured personnel list for the 2016-2017 school year (Attachment #12).
3. Move to approve upon the recommendation of the Chief School Administrator, the non-certificated personnel list for the 2016-2017 school year (Attachment #13).
4. Move to approve upon the recommendation of the Chief School Administrator, the non-affiliated personnel list for the 2016-2017 school year (Attachment #14).
5. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Jennifer Griffith, as 2nd Grade Teacher, at a salary of \$52,709, BA1 effective September 1, 2016, until June 30, 2017, subject to adjustments, if any, negotiated with the Mountainside Education Association (Attachment #15).

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6. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Lori Topel, as 3rd Grade Teacher, at a salary of \$60,070, MA5, effective September 1, 2016, until June 30, 2017, subject to adjustments, if any, negotiated with the Mountainside Education Association (Attachment #16).
7. Move to approve upon the recommendation of the Chief School Administrator, the retirement of Claire Sennett, 5th Grade Teacher, effective October 1, 2016, and to thank her for 23 years of service to the Mountainside School District (Attachment #17).
8. Move to approve upon the recommendation of the Chief School Administrator, the retirement of Kathleen MacDonald, Deerfield School Nurse, effective July 1, 2016, and to thank her for 11 years of service to the Mountainside School District (Attachment #18).
9. Move to approve upon the recommendation of the Chief School Administrator, Maternity Disability Leave for Janelle Lauterbach, Kindergarten Teacher, effective September 6, 2016, until October 17, 2016. She will be permitted to utilize any accumulated sick days. It is also recommended that Mrs. Lauterbach be granted an unpaid Family Leave from October 18, 2016 until December 31, 2016 in accordance with FMLA and NJFMLA. Mrs. Lauterbach anticipates returning to work on January 3, 2017. (Attachment #19).
10. Move to approve upon the recommendation of the Chief School Administrator, Maternity Disability Leave for Kaitlin Elliott, 6th Grade Language Arts Teacher, effective September 26, 2016, until October 24, 2016. She will be permitted to utilize any accumulated sick days. It is also recommended that Mrs. Elliott be granted an unpaid Family Leave from October 25, 2016 until January 23, 2017 in accordance with FMLA and NJFMLA. Mrs. Elliott anticipates returning to work on January 24, 2017. (Attachment #20).
11. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Lauren Rudman as an alternate Chess Club Advisor Grades 3-5 to cover for April Starling when she is unavailable.
12. Move to approve upon the recommendation of the Chief School Administrator, the request for tuition reimbursement from Rosemarie Sardina, Special Education Teacher, for classes taken at Nova Southeastern University for the winter 2016 session for three (3) graduate credits in the amount of \$2,034.00 (Attachment #21).
13. Move to approve upon the recommendation of the Chief School Administrator, the notification to take classes from Rosemarie Sardina, Special Education Teacher, at Nova Southeastern University for the summer I 2016 session for three (3) graduate credits in the amount of \$2,034.00 (Attachment #22).
14. Move to approve upon the recommendation of the Chief School Administrator, the notification to take classes from Kimberly Hain, Pre-K Teacher, at Kean University for the summer I 2016 session for three (3) graduate credits in the amount of \$2,034.00 (Attachment #23).

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15. Move to approve upon the recommendation of the Chief School Administrator, the addition of Colleen Tedesco to the 2015-2016 Substitute Teacher List (Attachment #24).
16. Move to approve upon the recommendation of the Chief School Administrator, the resignation of Michelle Fortunato (Attachment #24A).

XIV. Curriculum

The following motion was approved by roll call vote: **Curriculum: #1**

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

1. Move to approve upon the recommendation of the Chief School Administrator, the following field trips for the 2015-2016 school year:

Date	Destination	Grade	Teacher in Charge	Estimated Cost
5/5-5/6/2016	Washington DC	8	Young	Cost of Trip: \$38,782 \$9,000 paid by BOE
6/1/2016	Deerfield – Third Grade Orientation	2	Bakker	Cost of Bussing: \$235.61 Paid by BOE

XV. Policy

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

Policy 2422 Health and Physical Education was not approved.

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

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

0167	Public Participation in Board Meetings	Revised Recommended
0168	Recording Board Meetings	Revised Recommended
2422	Health and Physical Education	Revised Recommended
2425	Physical Education	Abolished
2431	Athletic Competition	Revised Mandated

Note: Policy 2422 was not approved and is recommended for additional revisions and first reading.

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

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7461	Green Initiatives	New Suggested
7461.1	Environmentally Preferable Purchasing Green Purchasing Policy	New Suggested
7471	Idle Free School Zones	New Suggested

XVI. Old Business - None

XVII. New Business - None

XVIII. Committee Reports

- Mr. Minks reported that substantial progress has been made with Berkeley Heights negotiations. He also reported that negotiations with the MEA are in progress.
- Mr. Gioia gave an update on the referendum regarding the unit ventilators and corridor projects.
- Mrs. Jakositz reported that the Mountainside Library has a 3D printer and workshops are available.

XIX. Public Participation

There was a discussion on potential for student liaisons to the Board from Deerfield.

XX. Adjournment

A motion was made by Mr. Gioia at 9:15 p.m., seconded by Mr. Minks to adjourn. The motion was passed by a unanimous voice vote.

Respectfully Submitted,

Mr. Eric D. Larson
School Business Administrator/Board Secretary