

**Minutes of the Regular Meeting
May 24, 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 7:08 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:

Mrs. Cathy Jakositz
Mr. Christopher Minks
Mrs. Motz
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.

Mr. Dante Gioia and Mrs. Jeane Parker arrived after roll call.

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

Moved: Jakositz	Seconded: Venes		
RC) Gioia – Yes	Jakositz – Yes	Minks – Yes	
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:

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 7:14 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
May 24, 2016**

The public meeting was reconvened at 8:09 p.m.

IV. Flag Salute

V. Approval of Minutes

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

- ❖ Minutes of the Regular Meeting of April 26, 2016
- ❖ Minutes of the Executive Session of April 26, 2016

VI. Correspondence - None

VII. Public Participation - None

VIII. President’s Report - None

IX. Chief School Administrator’s Report

Dr. Lubarsky recognized kindergarten student, Caitlin Manies, who won 3rd place in the AAA Traffic Safety Poster Contest.

Jason Whitaker gave a presentation on the new website.

X. Berkeley Heights Liaison Report

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

- Educators of the year honored
- Sports highlights presented
- Cabaret fundraiser for cancer will be held on Thursday at 7:30 p.m.

XI. Administration

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

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

1. Move to approve upon the recommendation of the Chief School Administrator, the 2016-2017 Shared Services Subcontract Agreement for School Business Administration Services between the Mountainside Board of Education and the Garwood Board of Education which was approved by the County Superintendent (Attachment #4).

**Minutes of the Regular Meeting
May 24, 2016**

2. Move to approve upon the recommendation of the Chief School Administrator, the Beechwood School and Deerfield School April 2016 safety and security drill reports (Attachment #2).
3. Move to approve upon the recommendation of the chief School Administrator, the Beechwood and Deerfield Schools Bus Emergency Evacuation Drill Reports (Attachment #3).

XII. Budget and Finance

The following motions were approved by roll call vote: **Budget & Finance: #1-21**

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

1. **RESOLVED THAT**, the Board approve the list of budget transfers for the month of April 2016 (Attachment #3).
2. **RESOLVED THAT**, the Board approve the payment of the bill list dated May 1, 2016, through May 31, 2016 (Attachment #4).
3. **WHEREAS**, the Board has received the Financial Reports of the Treasurer of School Monies for the month of April 2016 and the Financial Reports of the Board Secretary for the month of April 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 April 2016:

RESOLVED THAT, the Board accepts the Treasurer Report for the month of April 2016 and the Financial Reports of the Board Secretary for April 2016 as submitted and certified (Attachment #5).

4. Move to approve the tax resolution of the Borough of Mountainside tax payments for the 2016-2017 school year:

WHEREAS the Board of Education of the Borough of Mountainside is obligated to direct the Council of the Borough of Mountainside to release funds for educational purposes and debt services;

WHEREAS the amount certified to the Borough Assessor for collection of taxes by the Secretary of the Board of Education of the Borough of Mountainside for the school year 2016-2017 was \$16,668,558; therefore be it

RESOLVED that the Board of Education of the Borough of Mountainside hereby requests the Council of the Borough of Mountainside to cause to be released to its proper office, the Board Secretary, this appropriation for educational purposes, certified in the amount of

**Minutes of the Regular Meeting
May 24, 2016**

\$16,668,558:

General Fund	\$15,410,193
Debt Service	1,258,365
	\$16,668,558

5. Move to approve the tax payment schedule for the 2016-2017 school year from the Borough of Mountainside to the Mountainside Board of Education as follows and to authorize the School Business Administrator to submit said schedule to the Borough of Mountainside:

	General Fund	Debt Service	Total
July 1, 2016	\$1,284,182.75	\$239,589.23	\$1,523,771.98
August 1, 2016	\$1,284,182.75	\$775,077.78	\$2,059,260.53
September 1, 2016	\$1,284,182.75		\$1,284,182.75
October 3, 2016	\$1,284,182.75		\$1,284,182.75
November 1, 2016	\$1,284,183.00		\$1,284,183.00
December 1, 2016	\$1,284,183.00		\$1,284,183.00
January 3, 2017	\$1,284,182.75	\$30,270.32	\$1,314,453.07
February 1, 2017	\$1,284,182.75	\$213,427.68	\$1,497,610.43
March 1, 2017	\$1,284,182.75		\$1,284,182.75
April 3, 2017	\$1,284,182.75		\$1,284,182.75
May 1, 2017	\$1,284,182.50		\$1,284,182.50
June 1, 2017	\$1,284,182.50		\$1,284,182.50
Total	\$15,410,193.00	\$1,258,365.00	\$16,668,558.00

Note: Payments will be approved by Council on the third Tuesday of the month payable on or about the 20th of each month.

6. **WHEREAS**, N.J.S.A. 18A:18B-1, *et seq.*, enables school districts to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage in the areas of insurance and self-insurance and related services; and

WHEREAS, the Board of Education of the Mountainside Board of Education District desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and

WHEREAS, the Board of Education of the Mountainside Board of Education District finds that the best and most efficient way of securing this protection and services is by cooperating with other school districts across the State of New Jersey;

WHEREAS, the Board of Education of the Mountainside Board of Education under its obligations as a member of the Schools Alliance Insurance Fund does allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of this Fund.

**Minutes of the Regular Meeting
May 24, 2016**

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION: Mountainside Board of Education joins with other school districts in organizing and becoming members of the New Jersey Schools Insurance Group; and

THAT, by adoption and signing of this resolution, the Board of Education is hereby joining the New Jersey Schools Insurance Group in accordance with the terms of the attached Indemnity and Trust Agreement, effective the date indicated below, for the following types of insurance:

Property X	EDP X	General Liability X
Umbrella X	Equip Breakdown X	Crime X
Automobile Liability X	Errors Omissions X	Auto Physical Damage X
Workers' Compensation X		

7. 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
Total	\$2,245,000	

8. **WHEREAS**, the Board, pursuant to the Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.), advertised for bids for Mechanical Upgrades-Deerfield School (Project Number 15.166) on or about May 2, 2016; and

WHEREAS, the Board received 3 bids which were opened on May 17, 2016; and

WHEREAS, after reviewing all bids, the Board determined that it would be in its best interest to reject all bids so that it may substantially revise the specifications for said project in accordance with N.J.S.A. 18A:18A:22.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects all bids submitted in response to the bid for Mechanical Upgrades-Deerfield School (Project Number 15.166) so that it may substantially revise the bid specifications at a future date to be determined in accordance with N.J.S.A. 18A:18A-22.

9. Move to approve upon the recommendation of the Chief School Administrator, the agreement between the Union County Educational Services Commission and the Mountainside Board of Education for Special Education and Vocational Technical Schools Coordinated Transportation Services for the 2016-2017 school year (Attachment #6).
10. Move to approve upon the recommendation of the Chief School Administrator, the Union County Educational Services Commission Special Education Tuition Contract for the 2016-2017 school year (Attachment #7).

**Minutes of the Regular Meeting
May 24, 2016**

11. Move to approve upon the recommendation of the Chief School Administrator, the Union County Vocational-Technical Schools Tuition Agreement Contract for the 2016-2017 school year (Attachment #9).
12. Move to approve upon the recommendation of the Chief School Administrator, student transportation provided by Durham School Services, for the 2016-2017 school year as per the attached cost and route schedules (Attachment #10).
13. Move to approve upon the recommendation of the Chief School Administrator, the food service management agreement with Maschio Food Services, Inc. for the 2016-2017 school year. The service management fee is \$8,200 for the 2016-2017 school year, and the cost of school lunch with milk will be \$2.75. Milk purchased separately will be at a cost of \$.50 (Attachment #8).
14. **WHEREAS** the Mountainside School District Board of Education operates a food service program, which is funded by program generated revenues; and

WHEREAS this program therefore meets the criteria of enterprise funds, which must be accounted for separately from all other district funds;

NOW, THEREFORE, BE IT RESOLVED, that the Mountainside School District Board of Education approves the following enterprise fund budget for the 2016-2017 school year:

Food Service Program 2016-2017

Appropriations:	
Salaries and Taxes	\$64,234
Purchased Services & Reimbursables	\$88,175
Total	\$152,409
Revenues	\$179,011
Projected Profit	\$26,602
Guarantee (minimum)	\$1,000

15. Move to approve upon the recommendation of the Chief School Administrator, a contract with the YMCA of Westfield, New Jersey, to provide Before/After Care Program Services and Summer Camp Program Services for the Mountainside School District effective June 27, 2016, to June 20, 2017. Said contract shall provide a revenue stream to the Mountainside School District in rental fees for fiscal year 2016-2017 (Attachment #11).
16. Move to approve upon the recommendation of the Chief School Administrator, Dr. Ronald M. Frank, MD FAAFP, to provide School Physician Services, in the amount \$2,250 (no increase), for the 2016-2017 school year (Attachment #13).
17. Move to approve upon the recommendation of the Chief School Administrator, the auditing services of Hodulik & Morrison, P.A. for the 2016-2017 school year as per the attached Engagement Letter (Attachment #).

**Minutes of the Regular Meeting
May 24, 2016**

18. Move to approve upon the recommendation of the Chief School Administrator, a parent transportation contract, pursuant to the requirements of N.J.S.A. 18A: 39.1 et seq. and N.J.A.C. 6A: 27-9.9, between the Mountainside Board of Education and the parent/legal guardians of student I.D. #9155768730 for the period July 1, 2016 to August 12, 2016, and September 8, 2016 through June 23, 2017, in the amount of \$2,200 (Attachment #15).
19. Move to approve upon the recommendation of the Chief School Administrator, the 2016-2017 fee amounts for student activities in accordance with Board Policy 2436, Activity Participation Fee Program:

Activity	Fee
Performing Arts:	\$40.00 Per Student Per Activity
Art Enrichment	
Music Clubs not within school day (e.g. Jazz Band, Swing Singers)	
School Play	
Clubs:	\$40.00 Per Student Per Activity
Chess Grades K-2	
Chess Grades 3-5	
Chess Grades 6-8	
Ecology	
Technology	
Athletics:	\$195.00 Per Student *
Baseball	
Basketball	
Soccer	
Softball	

*If a child plays two or more sports, the cost is \$300 for the year.

*If two or more children in a family play a sport, the cost is \$150 per sport.

*If two or more children in a family play two or more sports, the cost is \$250 for each child for the year.

20. Move to approve upon the recommendation of the Chief School Administrator, special education placements and services as per (Attachment #9).
21. 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.

XIII. Personnel

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

Moved: Jakositz

Seconded: Gioia

**Minutes of the Regular Meeting
May 24, 2016**

RC) Gioia – Yes	Jakositz – Yes	Minks – Yes	
Motz – Yes	Parker – Yes	Ruban – Yes	Venes – Yes

1. Move to approve upon the recommendation of the Chief School Administrator, the resignation of Andrea Flynn, 4th Grade Teacher, effective June 30, 2016, and to thank her for 12 years of service to the Mountainside School District (Attachment #18).
2. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Sonia Branco to the position of School Nurse, Deerfield School, at a salary of \$59,327, Step 7 BA, effective September 1, 2016, until June 30, 2017, subject to adjustments, if any, negotiated with the Mountainside Education Association (Attachment #).
3. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Elizabeth Shimwell to the position of Grade 4 Teacher, at a salary of \$57,639, Step 3 MA, effective September 1, 2016, until June 30, 2017, subject to adjustments, if any, negotiated with the Mountainside Education Association (Attachment #).
4. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Deborah Weiss or April Starling to accompany the baseball/softball teams at away games, for supervision on the bus, at an hourly stipend amount of \$32.19.
5. Move to approve upon the recommendation of the Chief School Administrator, additional hours for Debbie Hausheer through June 30, 2016 for training purposes at her current hourly rate of \$24.33 not to exceed \$1,500.
6. Move to approve upon the recommendation of the Chief School Administrator, the following staff member for summer employment:

Staff Member	Assignment	Hours	Rate	Total
Heather Goldstein	Summer related duties	70 hours	\$39.71 per hour	\$2,780.00

7. Move to approve upon the recommendation of the Chief School Administrator, the request for tuition reimbursement from Kim Hain, Pre-K Teacher, for classes taken at Kean University for the Spring 2016 session for three (3) graduate credits in the amount of \$2,034.00 (Attachment #19).
8. Move to approve upon the recommendation of the Chief School Administrator, the notification to take classes from Kim Hain, Pre-K Teacher, at Kean University for the Summer II 2016 session for three (3) graduate credits in the amount of \$2,034.00 (Attachment #20).
9. Move to approve upon the recommendation of the Chief School Administrator, the addition of Brianna Palumbo to the 2015-2016 Substitute Teacher List (Attachment #).

**Minutes of the Regular Meeting
May 24, 2016**

7471	Idle Free School Zones	New Suggested
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2. Move to approve upon the recommendation of the Chief School Administrator, the following policy for first reading:

2422	Health and Physical Education	Revised Recommended
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XVI. Old Business - None

XVII. New Business

Kathy Jakositz thanked participants in the Relay for Life event.

XVIII. Committee Reports

- Mr. Minks reported that the send/receive agreement with Berkeley Heights appears close to finalization and it is an agreement the Board is very comfortable with. He also reported that the next MEA negotiations is 5/25 and the board is hopeful to settle in an expedited manner.
- Mr. Gioia gave an update on the referendum projects – windows will go in soon; the UV project is going to be pushed back; the corridor project is beginning.

XIX. Public Participation

Karen Dillon asked what the class size is for 3rd grade. Dr. Lubarsky explained that we do not know for sure at this time.

XX. Adjournment

A motion was made by Mrs. Jakositz at 8:49 p.m., seconded by Mr. Gioia to adjourn. The motion was passed by a unanimous voice vote.

Respectfully Submitted,

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