

**Minutes of the Regular Meeting  
June 28, 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 7:06 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 after roll call. Mrs. Kate Motz was absent.

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

Moved: Minks	Seconded: Venes		
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 7:08 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.

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

**IV. Flag Salute**

**V. Approval of Minutes**

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

- ❖ Minutes of the Regular Meeting of May 24, 2016
- ❖ Minutes of the Executive Session of May 24, 2016

**VI. Correspondence - None**

**VII. Public Participation - None**

**VIII. President’s Report - None**

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

8<sup>th</sup> grade students gave a presentation on solar energy.

Jovan Siconolfi and Kelly Hwang, reviewed the year’s PTA activities and donations.

Jason Whitaker gave a technology presentation.

Dr. Lubarsky gave a presentation on grant totals for the year (one of her goals).

Eric Larson reported on Chapter 47 Compliance – recognition of contracts and intentions for contracts (see Attachment #1A).

**X. Berkeley Heights Liaison Report**

Mrs. Jeane Parker congratulated the Governor Livingston graduating class of 2016.

Mrs. Parker reported that Berkeley Heights’ Strategic Plan will be presented at their June 29<sup>th</sup> Board Meeting.

**XI. Administration**

The following motions were approved by roll call vote: **Administration: #1-6**

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

1. **BE IT RESOLVED**, that the Mountainside Board of Education has determined that one of the five Quantitative and Qualitative Merit Goals established in the employment contract for

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Nancy Lubarsky, Chief School Administrator, has been satisfied and was achieved during the 2015-2016 school year; and

**BE IT FURTHER RESOLVED**, that the Business Administrator/Board Secretary shall forward a certified copy of this resolution to the Union County Interim Superintendent of Schools in accordance with N.J.A.C. 6A:23A-3.1(e)(10)(iv); and

**BE IT FURTHER RESOLVED**, that upon receipt of confirmation of satisfaction of the above goal from the Union County Interim Superintendent of Schools, the applicable Merit Bonus provisions of the Superintendent's contract shall be paid.

2. Move to approve upon the recommendation of the Chief School Administrator, the revised 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 Union County Superintendent (Attachment #2).
3. Move to approve upon the recommendation of the Chief School Administrator, the New Jersey Department of Education Waiver Application N.J.A.C. 6A:9-6.5c used primarily for emergent hiring (Attachment #3).
4. Move to approve upon the recommendation of the Chief School Administrator, the Security Drill Statement of Assurance (Attachment #4).
5. 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, 2015 to June 30, 2016 (Attachment #5).
6. Move to approve upon the recommendation of the Chief School Administrator, the Beechwood and Deerfield Schools May and June 2016 safety and security drill reports (Attachment #6).

**XII. Budget and Finance**

The following motions were approved by roll call vote: **Budget & Finance: #1-17**

Moved: Jakositz

Seconded: Gioia

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 May 2016 (Attachment #7).
2. **RESOLVED THAT**, the Board approve the payment of the bill list dated June 1, 2016, through June 30, 2016 (Attachment #8).
3. **WHEREAS**, the Board has received the Financial Reports of the Treasurer of School Monies for the month of May 2016 and the Financial Reports of the Board Secretary for the month of May 2016; and

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**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 May 2016:

**RESOLVED THAT**, the Board accepts the Treasurer Report for the month of May 2016 and the Financial Reports of the Board Secretary for May 2016 as submitted and certified (Attachment #9).

4. Move to approve upon the recommendation of the Chief School Administrator, the Memorandum of Agreement and salary guides, between the Mountainside Board of Education and the Mountainside Education Association dated May 24, 2016 (Attachment #10).
5. Move to approve upon the recommendation of the Chief School Administrator, the re-appointment of Paula Hatch, as Treasurer of Mountainside School District, for the 2016-2017 school year, at a 2.5% increase, for an annual fee of \$3,075.
6. **BE IT RESOLVED THAT**, the Mountainside Board of Education grants approval for the Chief School Administrator to make application for and accept subsequent receipt of the No Child Left Behind Consolidated Grants for fiscal year 2017 as follows:

Title I	\$76,004
Title IIA	\$9,337
Total	\$85,341

7. **BE IT RESOLVED THAT**, the Mountainside Board of Education authorizes the Business Administrator to pay supplementary bill lists and payroll which shall become due on or before June 30, 2016 including all year-end payables and to proceed with all necessary adjustments and transfers to close the books for the 2015-2016 fiscal year, including the cancellation of any stale dated checks; and

**BE IT FURTHER RESOLVED THAT**, the Chief School Administrator and Business Administrator be authorized to complete any and all entries and actions for the opening of the 2016-2017 fiscal year, including but not limited to the issuance of purchase orders in compliance with the Public Contracts Law, complete line item adjustments and transfers, and other such actions as may be required by statute, code and Board Policy; and

**BE IT FURTHER RESOLVED THAT**, all of these actions shall be presented to the Board at its next meeting for final approval.

8. **WHEREAS**, N.J.S.A.18A:21-2, N.J.S.A.18A:7G-31 and N.J.S.A.18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year-end; and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer, unanticipated

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excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and

**WHEREAS**, the Mountainside Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into its Tuition and Capital Reserve accounts at year-end; and

**WHEREAS**, the Mountainside Board of Education has determined that any excess surplus above the combination of the allowable 2% of adjusted expenditures at the conclusion of the 2015-16 fiscal year, and any and all funds awarded by the New Jersey Department of Education for 2015-16 Extraordinary Aid and/or Non-Public Transportation Aid, is available for such transfer;

**BE IT RESOLVED THAT**, the Board authorize the Business Administrator to make this transfer of all funds in excess of the allowable 2% of adjusted expenditures at the conclusion of the 2015-16 fiscal year, and any and all funds awarded by the New Jersey Department of education for 2015-16 Extraordinary Aid and/or Non-Public Transportation Aid consistent with all applicable laws and regulations in the amount not to exceed \$457,000 to the Tuition Adjustment Reserve, \$50,000 to the Maintenance Reserve, and \$600,000 to the Capital Reserve.

9. Move to approve upon the recommendation of the Chief School Administrator, to accept the following donations:

Elks	\$2,000	Book Bag Program
MEF	\$16,785	Grade level projects/field trips
Watts Foundation	\$5,795	Media Center Books/Online Resources
YMCA	\$6,000	Nutrition and wellness
Donors Choose	\$13,894	Various classroom projects
Pet Supplies Plus	\$1000	Pets in the Classroom

10. Move to approve upon the recommendation of the Chief School Administrator, Greenwood Lawn Service for Lawn Care in the amount of \$15,694 effective July 1, 2016, through June 30, 2017 (Attachment #11).
11. Move to approve upon the recommendation of the Chief School Administrator, the 2016-2017 Right to Know Services and Asbestos Management Services from RAMM Environmental Services, Inc., not to exceed \$4,850 (Attachment #12).
12. Move to approve upon the recommendation of the Chief School Administrator, to contract with CDK Systems, Inc. for accounting software services for \$9,485.00 for the 2016-2017 fiscal year (Attachment #13).
13. Move to approve upon the recommendation of the Chief School Administrator, to contract with Strauss Esmay Associates, LLP for Policy Alert and Support System (PASS) and annual district online maintenance fee in the amount of \$4,040.00 for the 2016-2017 fiscal year (Attachment #14).

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14. Move to approve upon the recommendation of the Chief School Administrator, a five year agreement beginning March 2017 with Lightpath as the internet provider for the district at a cost of \$1,950 per month for a 100 Mb connection. This service will replace a current 50 Mb connection with Verizon for \$2,631.75 per month for an annual savings of \$8,181 (Attachment #15).
15. Move to approve upon the recommendation of the Chief School Administrator, the hiring of JAG Consulting, LLC for technology services effective July 1, 2016 to June 30, 2017 at a rate of \$32.00 per hour, not to exceed \$27,312 (Attachment #16).
16. Move to approve upon the recommendation of the Chief School Administrator, that Maschio Food Services, Inc. be awarded the contract as the food service management company for the 2016-2017 school year. The management fee is \$8,200 with a guaranteed profit of \$1,000.
17. Move to approve upon the recommendation of the Chief School Administrator, special education placements and services as per (Attachment #17).

**XIII. Personnel**

The following motions were approved by roll call vote: **Personnel: #1-18**

Moved: Gioia	Seconded: Minks		
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 revised employment contract for Eric Larson, Business Administrator/Board Secretary, which was approved by the Union County Superintendent (Attachment #18).
2. Move to approve upon the recommendation of the Chief School Administrator, to increase the salaries of the non-affiliated personnel, effective July 1, 2016 to June 30, 2017 as per the attached list (Attachment #19).
3. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Caitlin McGarrity, as Special Education Teacher, at a salary of \$53,498, Step 2 BA, effective September 1, 2016 until June 30, 2017 (Attachment #20).
4. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Kelly Trentham, as Kindergarten 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 September 1, 2016, until December 23, 2016 (Attachment #21).
5. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Kristie Crilley, as Social Studies Teacher (Leave Replacement), at the per diem rate of \$150 for the first 20 days of the assignment, and \$190 per diem for the balance of the assignment, effective June 8, 2016 until June 21, 2016, and September 1, 2016 until January 31, 2017 (Attachment #22).

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6. Move to approve upon the recommendation of the Chief School Administrator, the appointment of the following part time paraprofessionals for the 2016-2017 school year:

<b>Three days per week Deerfield</b>	<b>Hourly Rate</b>	<b>Two days per week Deerfield</b>	<b>Hourly Rate</b>
Pat Debbie	\$24.43 per hour	Susan Meagher	\$22.24 per hour
Nancy Smith	\$22.24 per hour	Donna Antonucci	\$22.24 per hour
Valerie Wass	\$23.35 per hour	Betsy Klein	\$22.24 per hour
Maria Deanna	\$24.43 per hour		
Rose Carvajales	\$22.24 per hour		
Teri Schrul	\$24.43 per hour		

<b>Three days per week Beechwood</b>	<b>Hourly Rate</b>	<b>Two days per week Beechwood</b>	<b>Hourly Rate</b>
Amy Peixoto	\$22.24 per hour	Susan Montesano	\$22.24 per hour
AnnaMarie Labisi	\$23.35 per hour	Lisa Arroyo	\$22.24 per hour
Nancy Louie	\$24.43 per hour		
Carmine Casolaro	\$22.24 per hour		

<b>Three day per week Developmental Learning Center</b>	<b>Hourly Rate</b>	<b>Two days per week Developmental Learning Center</b>	<b>Hourly Rate</b>
Donna Wolfe	\$22.24 per hour	Marin Baltuch	\$22.24 per hour

7. Move to approve upon the recommendation of the Chief School Administrator, the appointment of the following staff members for the Beechwood School AIM Extension Program that will be in session from June 28, 2016 – July 14, 2016 for 3 hours per day for 9 days:

Stephanie Ianniello	Elementary Teacher	\$39.71/hour
Janelle Lauterbach	Elementary Teacher	\$39.71/hour
Courtney Hunter	Elementary Teacher	\$39.71/hour

8. Move to approve upon the recommendation of the Chief School Administrator, the Extended School Year Staffing effective June 29, 2016, through August 3, 2016.

<b>Staff Member</b>	<b>Assignment</b>	<b>Not to Exceed</b>	<b>Rate</b>
Amy Piexoto	Paraprofessional	60 hours	\$22.24 per hour
Lisa Bruno	Nurse	60 hours	\$39.71 per hour
Leila Morrelli	Speech and Language Specialist	40 hours	\$39.71 per hour
Kathleen Goldbeck Julie Lima Laryssa Shashkewych Caitlin Murphy	Special Education Teacher	180 hours in total for Special Ed. Teachers	\$39.71 per hour

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9. Move to approve upon the recommendation of the Chief School Administrator, the Child Study Team Staffing effective June 22, 2016 to August 31, 2016.

<b>Staff Member</b>	<b>Assignment</b>	<b>Not to Exceed</b>	<b>Rate</b>
Gabriella Campana	School Social Worker (to attend meetings and conduct/prepare evaluations)	5 days	\$225 per diem
Adrienne Ridley	Regular Education Teacher (to attend meetings)	5 hours	\$39.71 per hour
Leila Morrelli	Speech and Language Specialist	5 days	\$225 per diem
Jennifer Kuperman	LDTC (to attend meetings and conduct/prepare evaluations)	5 days	\$225 per diem
Kathleen Goldbeck	Special Education Teacher (to attend meetings)	5 hours	\$39.71 per hour

10. Move to approve upon the recommendation of the Chief School Administrator, the following staff members for summer employment:

<b>Staff Member</b>	<b>Assignment</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
Laurie Wilson	Summer related duties	72 hours	\$39.71 per hour	\$2,859.12
Caitlin Murphy	Curriculum Writing K-2	12 hours	\$39.71 per hour	\$476.52
Suzanne Jenks	Curriculum Writing 3-5	12 hours	\$39.71 per hour	\$476.52
Barbara Hemmings	Curriculum Writing Spanish Honors	6 hours	\$39.71 per hour	\$238.26
Nina Woo	Curriculum Writing Spanish Culture	6 hours	\$39.71 per hour	\$238.26

11. Move to approve upon the recommendation of the Chief School Administrator, the following staff member to serve as a mentor for the 2015-2016 school year:

<b>Staff Member</b>	<b>Assignment</b>	<b>Amount</b>
Judith Segall	Special Education Julie Lima 1/4/16 – 6/21/16	\$442.80

12. Move to approve upon the recommendation of the Chief School Administrator, to increase Donna Bolton's weekly hours by 9 hours during the summer to assist the Board Office with accounts payable duties.
13. Move to approve upon the recommendation of the Chief School Administrator, new staff member, Sonia Branco, Deerfield School Nurse, to shadow Kathleen MacDonald for 5 days at the per diem rate of \$296.64 for a total amount of \$1,483.20.



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14. Move to approve upon the recommendation of the Chief School Administrator, new staff member Victoria Tiscia, Art Teacher, to shadow Lynn Slotkin for 2 days at a the per diem rate of \$278.68 for a total amount of \$557.36
15. 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 Summer 2016 session for three (3) graduate credits in the amount of \$2,034 (Attachment #23).
16. Move to approve upon the recommendation of the Chief School Administrator, to increase the salaries of the Director of Curriculum and Instruction, Deerfield Principal, and Supervisor of Special Services, effective July 1, 2016 to June 30, 2017 as per the attached (Attachment #23A).
17. Move to approve upon the recommendation of the Chief School Administrator, the performance goal structure for the Director of Curriculum and Instruction, Deerfield Principal, and Supervisor of Special Services payable in 2017-2018 as per the attached (Attachment #23B).
18. Move to approve upon the recommendation of the Chief School Administrator, the movement on the salary guide for Caitlin Murphy, Grade 2 Teacher, from Step 4 BA to Step 4 MA (salary adjustment per MEA Agreement) for attainment of her Master of Education Degree.

**XIV. Curriculum**

**XV. Policy**

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

Moved: Minks	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 policies for second reading and adoption:

2422	Health and Physical Education	Revised Recommended
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2. Move to approve upon the recommendation of the Chief School Administrator, the following policies for first reading:

5310	Health Services	Revised Mandated
5330.01	Administration of Medical Marijuana	New Mandated
8462	Reporting Potentially Missing or Abused Children	Revised Mandated
8550	Outstanding Food Service Charges	Revised

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		Recommended
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**XVI. Old Business - None**

**XVII. New Business**

There was a discussion of the Governor’s proposal and legislative effort for a new school funding formula.

Kathy Jakositz praised the effort put into the Deerfield graduation ceremony.

**XVIII. Committee Reports**

- Mr. Minks reported that a new 3-year agreement with the MEA has been agreed upon and will go into effect July 1, 2016. He also reported that a new send/receive agreement with Berkeley Heights has been agreed upon and is expected to be approved at the July Board Meeting.
  
- Mr. Gioia gave an update on the referendum projects – windows are being installed at Deerfield and the interior makeover has begun and is anticipated to be done in the fall.
  
- Mrs. Jakositz mentioned that the 3-D printer at the library is available for use. She also said that books are available for book swap with the district.

**XIX. Public Participation**

Bill Dillon requested that the board articulate the rules or philosophy followed in limiting class size.

Natalie Zuzovsky asked a question about the class size for grade 4 and also asked how technology gets integrated into the classroom.

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

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

2. Legal/Personnel

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

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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 9:48 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.

**XXI. Adjournment**

A motion was made by Mr. Venes at 10:08 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