

**Minutes Reorganization Meeting
January 4, 2022**

MOUNTAINSIDE SCHOOL DISTRICT BEECHWOOD SCHOOL - 1497 WOODACRES DRIVE, MOUNTAINSIDE, NJ 07092 DEERFIELD SCHOOL - 302 CENTRAL AVENUE, MOUNTAINSIDE, NJ 07092

For agenda attachments available to the public, please contact the Mountainside Board of Education Office at (908) 232-3232 or peruse same at the respective meeting.
Also, Mountainside Board of Education policies may be accessed via the district website.

I. Call to Order

A Reorganization Meeting of the Mountainside Board of Education of the Borough of Mountainside in the County of Union, New Jersey was called to order by Interim School Business Administrator, Mr. Michael Falkowski, at 6:31 p.m. via Zoom.

II. Flag Salute

III. Mountainside Board of Education

On Tuesday, November 2, 2021, the Mountainside Board of Education held its annual school election. The results of the election are as follows:

<u>2 Candidates for 2 Seats (3-year term)</u>	<u>Number of Votes</u>
Mr. Jordan Hyman	1486
Mrs. Candice Schiano	1513

Based on these results, the new Board will be constituted as follows:

Name	Address	Term Expires
Mr. William Dillon	344 Edgewood Court	2022
Dr. Dana Guidici Pietro	1650 Nottingham Way	2023
Mr. Jordan Hyman	370 Central Avenue	2024
Mrs. Vivian Pupo	328 Darby Lane	2023
Mr. James Ruban, Jr.	457 Bayberry Lane	2022
Mrs. Candice Schiano	235 Summit Road	2024
Mr. Carmine Venes	1418 Orchard Road	2022

IV. Install Members Elected to School Board

Mr. Falkowski administered the oaths of office and sat newly re-elected members.

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V. Roll Call

At roll call, the following members were present on Zoom:

Mr. William Dillon
Dr. Dana Guidiciopietro
Mr. Jordan Hyman
Mrs. Vivian Pupo
Mr. James Ruban, Jr.
Mrs. Candice Schiano
Mr. Carmine Venes

Also present were Mrs. Janet Walling, Superintendent, and Mr. Michael Falkowski, Interim School Business Administrator/Board Secretary.

VI. Election of Officers

A. President

Call for nominations:

Mr. Ruban was nominated by Dr. Guidiciopietro and seconded by Mr. Venes.

Close nominations:

Moved: <u>Dr. Guidiciopietro</u>	Seconded: <u>Mr. Venes</u>		
RC: Dillon - yes	Guidiciopietro - yes	Hyman - yes	Pupo - yes
Ruban -yes	Schiano - yes	Venes -yes	

Based upon the results of the 7-0 roll call vote, Mr. Ruban was re-elected to the Presidency for 2022.

B. Newly Elected President, James Ruban, Jr. Assumes Chair

C. Vice President

Call for nominations:

Dr. Guidiciopietro was nominated by Mrs. Schiano and seconded by Mr. Venes.

Close nominations:

Moved: <u>Mrs. Schiano</u>	Seconded: <u>Mr. Venes</u>		
RC: Dillon - yes	Guidiciopietro - yes	Hyman - yes	Pupo - yes
Ruban -yes	Schiano - yes	Venes -yes	

Based on the results of the 7-0 roll call vote, Dr. Guidiciopietro was elected to the Vice Presidency for 2022.

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VII. Superintendent's Report

Mrs. Walling commented on our success at keeping doors open despite rising state-wide Covid cases, and she will continue to closely monitor the situation with local health officials. Mrs. Walling overviewed the district's Harassment, Intimidation and Bullying (HIB) process and procedures. She explained the difference between conflict and harassment/bullying, reviewed the investigative process, timelines, reporting methods, and the need for confidentiality.

VIII. Motion to Designate the Following

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

Moved: Dr. Guidici Pietro Seconded: Mr. Venes
RC: Dillon - yes Guidici Pietro - yes Hyman - yes Pupo - yes
 Ruban -yes Schiano - yes Venes -yes

1. Motion to approve the Annual Schedule of Meetings for 2022 (Attachment A).
2. Motion to approve "The Westfield Leader" as the official newspaper of the Mountainside Board of Education and that "The Star Ledger," and "The Union County Local Source," are used for the dissemination of news.
3. Motion to approve the primary bank depository as Valley National Bank.
4. Motion to approve the secondary bank depository for investments as The State of New Jersey Cash Management Fund.
5. Motion to approve, upon the recommendation of the superintendent, the appointment of Michael Falkowski as Non-Qualified Purchasing Agent for the period January 1, 2022 – June 30, 2022, per Local Finance Notice 2011-15 and 2011-16 with a bid threshold of \$44,000.00.
6. Motion to approve upon the recommendation of the superintendent, authorization for the Business Administrator to approve transfers and make payment on the bills and claims that are necessary between meetings of the Board. Such transfers and payments shall be reported to the Board, ratified and duly recorded in the minutes at a subsequent meeting of the Board but not less than monthly.

IX. Approval of the Following Appointments

The following appointments were approved by roll call vote: A-W

Moved: Mr. Hyman Seconded: Mrs. Pupo
RC: Dillon - yes Guidici Pietro - yes Hyman - yes Pupo - yes
 Ruban -yes Schiano - yes Venes -yes

- | | | |
|----|------------------------------------|-------------------|
| A. | Chemical Hygiene Officer | Wayne DeVico |
| B. | Substance Awareness Coordinator | Suzanne Jenks |
| C. | Custodian of Records | Michael Falkowski |
| D. | Homeless Liaison | Sheri Rouleau |
| E. | Official for Investments and Wires | Michael Falkowski |

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F.	Designates Tax Shelter Annuity Companies	Michael Falkowski
G.	Approves Chart of Accounts	Michael Falkowski
H.	Authorizes the Use of State Contracts	Michael Falkowski
I.	Approves Use of Facilities Fees per Policy 7510	Michael Falkowski
J.	Public Agency Compliance Officer (P.A.C.O.)	Michael Falkowski
K.	Approves Collection and Maintenance of Pupil Records	S. Jenks/J. Vierschilling
L.	Affirmative Action Officer Beechwood School	Jessica Vierschilling
M.	Affirmative Action Officer Deerfield School	Suzanne Jenks
N.	Gender Equity Officer	Sheri Rouleau
O.	504 Officer (ADA)	Sheri Rouleau
P.	Attendance Officer	Donna Bolton
Q.	AHERA Coordinator	Wayne DeVico
R.	Asbestos Management Officer	Wayne DeVico
S.	IAQ Coordinator	Wayne DeVico
T.	Integrated Pest Management Coordinator	Wayne DeVico
U.	Right to Know Contact	Wayne DeVico
V.	Right to Know Officer	Wayne DeVico
W.	School Safety Specialist	Janet Walling
X.	Anti-Bullying Coordinator	Suzanne Jenks

X. Policies, Rules, and Agreements

Mr. Hyman asked how any changes to items #1 or #2 would be handled. Mrs. Walling responded that any changes would be Board approved. Mr. Venes commented on #9, as to how these companies are chosen, to which Mr. Falkowski responded.

The following policies, rules, and agreements were approved by roll call vote: **#1-11**

Moved: Mr. Venes

Seconded: Mr. Hyman

RC: Dillon - yes
Ruban -yes

Guidicipietro - yes Hyman - yes Pupo - yes
Schiano - yes Venes -yes

1. Move to approve textbook and eTextbook inventory for the 2021-2022 school year. (Attachment B)
2. Move to adopt all current written Curriculum Guides for Grades PreK-8 until such time as revisions, additions and/or deletions are presented to the Board of Education for adoption.
3. Move to adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary to act as the parliamentarian for the 2021-2022 school year.
4. Move to adopt Code of Ethics for School Board Members 18A:12-24.1 (Attachment C).
5. Move to approve in accordance with N.J.S.A. 18A:11-1, Note 3, the adoption of the present Board Policy Manual, rules, and agreements of the current Board.
6. Motion to approve upon recommendation of the superintendent, the Organizational Chart for the Mountainside Board of Education (Attachment D).

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7. Motion to approve upon recommendation of the superintendent, the authorization of the Uniform minimum Chart of Accounts for the New Jersey Public Schools for the period of January 1, through December 31, 2022.
8. Motion to approve upon recommendation of the superintendent, the following petty cash funds as outlined in Policy #6620 through December 31, 2022:

Deerfield School	\$200.00	Suzanne Jenks
Beechwood School	\$200.00	Jessica Vierschilling

9. Motion to approve upon recommendation of the superintendent, the following companies to provide Tax Shelter Annuity salary reduction agreements for the period of January 1, 2022 through December 31, 2022:

Equitable (403b)
Lincoln Financial (403b)

10. Motion to approve upon recommendation of the superintendent, continued participation in various state and national cooperative contracts as a method of procurement in accordance with Chapter 139 PL 2011 as referenced in Local Finance Notice 2012-12, May 14, 2012 at no cost through December 31, 2021 to include:

- Educational Services Commission of NJ (ESCNJ)
- Hunterdon County Educational Services Commission (HCESC)
- NJSBA TEC Cooperative Pricing System (through ACES Membership)
- National Cooperative Purchasing Alliance (NCPA)
- NASPO Value Point Cooperative Purchasing Organization

Further be it resolved, that the Purchasing Agent be authorized to procure goods and services through state agencies under state contracts that have been properly bid and awarded in accordance with public purchasing laws.

11. Motion to approve upon recommendation of the superintendent, Agreement of Participation and Coordinated Transportation Services through December 31, 2022 with:

- Union County Educational Services Commission (UCESC)
- Morris Union Jointure Commission (MUJC)
- Hunterdon County Education Services Commission (HCESC)

XI. Professional Services for 2021-2022

Mr. Ruban questioned how many years we have used these services, and wondered if we should be looking at others for comparison, to which Mrs. Walling responded.

The following professional services providers were approved by roll call vote: **#1-5**

Moved: Mr. Hyman Seconded: Mrs. Pupo

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RC: Dillon - yes Guidici Pietro - yes Hyman - yes Pupo - yes
 Ruban -yes Schiano - yes Venes -yes

1. Move to approve School Attorney, Machado Law Group.
2. Move to approve School Physician, Ronald M. Frank, M.D.
3. Move to approve Auditors, Hodulik & Morrison.
4. Move to approve Architect of Record, Solutions Architecture.
5. Move to approve Treasurer, Paula Hatch.

XII. Approval of the Following Board Representatives

The following Board Representatives were approved by roll call vote: **A-I**

Moved: Dr. Guidici Pietro Seconded: Mr. Venes

RC: Dillon - yes Guidici Pietro - yes Hyman - yes Pupo - yes
 Ruban -yes Schiano - yes Venes -yes

- A. Union County Educational Services Commission Board- Dr. Guidici Pietro
- B. Berkeley Heights Board of Education - Mr. Hyman
- C. NJ School Boards Association Delegate - Mrs. Schiano
- D. NJ School Boards Association Alternate - Mr. Dillon
- E. County School Boards Association Delegate - Mr. Venes
- F. Mountainside Borough Council and Legislative Liaison - Dr. Guidici Pietro
- G. Mountainside PTO Representative - Dr. Guidici Pietro
- H. Mountainside Public Library Liaison - Mrs. Pupo / alternate - Mr. Hyman
- I. Senior Citizen Liaison - Mrs. Pupo

XIII. Additional Appointments

Names of committees and mode of operation will be determined in accordance with the related Board policy. Present standing committees:

- A. Budget and Finance/Buildings and Grounds
- B. Curriculum
- C. Grants/Alternate Funding
- D. Personnel/Negotiations
- E. Community Outreach - *eliminated due to overlap with other existing committees*
- F. Strategic Planning
- G. Health and Wellness

The following appointments were approved by roll call vote:

Moved: Dr. Guidici Pietro Seconded: Mr. Venes

RC: Dillon - yes Guidici Pietro - yes Hyman - yes Pupo - yes
 Ruban -yes Schiano - yes Venes -yes

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Budget/Finance & Buildings/Grounds:

Mr. Dillon – Chair
Mr. Ruban
Mr. Venes

Personnel/Negotiations:

Mr. Venes – Chair
Mrs. Schiano
Mr. Dillon

Curriculum:

Mrs. Schiano – Chair
Dr. Guidiciopietro
Mrs. Pupo

Strategic Planning:

Mrs. Schiano – Chair
Mr. Hyman
Dr. Guidiciopietro

Grants/Alternate Funding:

Mr. Hyman – Chair
Mr. Dillon
Mrs. Pupo

Health and Wellness:

Dr. Guidiciopietro
Mr. Venes
Mrs. Schiano

- XIV. Public Participation** - *Mrs. Pupo commented that our nurses, along with administrators, teaching staff and custodians are doing an amazing job, especially given the challenges of the ongoing pandemic.*

XV. Adjournment

A motion was made by Mr. Venes at 7:26 p.m., seconded by Dr. Guidiciopietro to adjourn. The motion was passed by a unanimous voice vote.

Respectfully Submitted,

Mr. Michael Falkowski
Interim School Business Administrator/Board Secretary