

**Minutes Reorganization Meeting  
January 3, 2023**

**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. Steven Robinson, at 6:30 p.m.

**II. Flag Salute**

**III. Mountainside Board of Education**

On Tuesday, November 8, 2022, the Mountainside Board of Education held its annual school election. The results of the election are as follows:

<u>3 Candidates for 3 Seats (3-year term)</u>	<u>Number of Votes</u>
Mr. Bill Dillon	1,727
Mr. Michael Goodwin	1,706
Mr. Carmine Venes	1,761

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

<b>Name</b>	<b>Address</b>	<b>Term Expires</b>
Mr. Bill Dillon	344 Edgewood Court	2025
Mr. Michael Goodwin	1253 Deerfield Court	2025
Dr. Dana Guidici Pietro	1650 Nottingham Way	2023
Mr. Jordan Hyman	370 Central Avenue	2024
Mrs. Vivian Pupo	328 Darby Lane	2023
Mrs. Candice Schiano	235 Summit Road	2024
Mr. Carmine Venes	1418 Orchard Road	2025

**IV. Install Members Elected to School Board**

Mr. Robinson 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:

Mr. Bill Dillon  
Mr. Michael Goodwin  
Dr. Dana Guidiciopietro  
Mr. Jordan Hyman  
Mrs. Vivian Pupo  
Mrs. Candice Schiano  
Mr. Carmine Venes

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

**VI. Election of Officers**

A. President

Call for nominations:

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

Close nominations:

Moved: Dr. Guidiciopietro      Seconded: Mr. Venes

RC:    Dillon - yes      Goodwin - yes      Guidiciopietro - yes      Hyman - yes  
         Pupo - yes      Schiano - yes      Venes -yes

Based upon the results of the 7-0 roll call vote, Mrs. Pupo was elected to the Presidency for 2023.

B. Newly Elected President, Mrs. Vivian Pupo. Assumes Chair

C. Vice President

Call for nominations:

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

Close nominations:

Moved: Mrs. Schiano      Seconded: Mr. Venes

RC:    Dillon - yes      Goodwin - yes      Guidiciopietro - yes      Hyman - yes  
         Pupo - yes      Schiano - yes      Venes -yes

Based on the results of the 7-0 roll call vote, Dr. Guidiciopietro was re-elected to the Vice Presidency for 2023.

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**VII. Superintendent's Report**

Mrs. Walling congratulated our re-elected Board members, and welcomed Mr. Goodwin to the Board. She 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. President's Report**

The Code of Ethics was read aloud by the board. The board discussed Board Representatives & Committees and decided to add these items to the agenda.

**IX. Approval of the Following Board Representatives**

*The Board added a motion to determine Board Representatives on this agenda.*

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

Moved: Dr. Guidici Pietro      Seconded: Mr. Venes

RC:    Dillon - yes      Goodwin - yes      Guidici Pietro - yes      Hyman - yes  
      Pupo - 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 - Mr. Dillon
- G.    Mountainside PTO Representative - Dr. Guidici Pietro
- H.    Mountainside Public Library Liaison - Mr. Goodwin / Alternate - Mr. Hyman
- I.    Senior Citizen Liaison - Mr. Venes

**X. Additional Appointments**

*The Board added a motion to determine committees on this agenda.*

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 - *will be combined with Health & Wellness committee*
- C.    Grants/Alternate Funding - *eliminated due to overlap with other existing committees*
- D.    Personnel/Negotiations
- E.    Strategic Planning
- F.    Health and Wellness

The following appointments were approved by roll call vote:

Moved: Dr. Guidici Pietro      Seconded: Mr. Venes

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RC: Dillon - yes      Goodwin - yes      Guidiciopietro - yes      Hyman - yes  
Pupo - yes      Schiano - yes      Venes -yes

Budget/Finance & Buildings/Grounds:

Mr. Dillon – Chair  
Mr. Goodwin  
Mr. Venes

Personnel/Negotiations:

Mr. Venes – Chair  
Mrs. Schiano  
Mr. Dillon

Curriculum/Health & Wellness:

Mrs. Schiano – Chair  
Dr. Guidiciopietro  
Mrs. Pupo

Strategic Planning:

Mrs. Schiano – Chair  
Mr. Hyman  
Dr. Guidiciopietro

**XI. Motion to Designate the Following**

*The Board discussed the Annual Schedule of Meetings for 2023, and made some adjustments to the original proposed dates.*

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

Moved: Dr. Guidiciopietro      Seconded: Mr. Venes

RC: Dillon - yes      Goodwin - yes      Guidiciopietro - yes      Hyman - yes  
Pupo - yes      Schiano - yes      Venes -yes

1. Motion to approve the Annual Schedule of Meetings for 2023 (Attachment #1).
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, 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

**XII. Approval of the Following Appointments**

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

Moved: Mr. Hyman      Seconded: Mrs. Pupo

RC: Dillon - yes      Goodwin - yes      Guidiciopietro - yes      Hyman - yes  
Pupo - yes      Schiano - yes      Venes -yes

- |    |  |                           |
|----|--|---------------------------|
| A. | School Safety Specialist                             | Janet Walling             |
| B. | Approves Collection and Maintenance of Pupil Records | S. Jenks/J. Vierschilling |

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C.	Substance Awareness Coordinator	Suzanne Jenks
D.	Affirmative Action Officer Deerfield School	Suzanne Jenks
E.	Affirmative Action Officer Beechwood School	Jessica Vierschilling
F.	Anti-Bullying Coordinator	Jessica Vierschilling
G.	Homeless Liaison	Sheri Rouleau
H.	Gender Equity Officer	Sheri Rouleau
I.	504 Officer (ADA)	Sheri Rouleau
J.	Custodian of Records	Steven Robinson
K.	Official for Investments and Wires	Steven Robinson
L.	Designates Tax Shelter Annuity Companies	Steven Robinson
M.	Approves Chart of Accounts	Steven Robinson
N.	Authorizes the Use of State Contracts	Steven Robinson
O.	Approves Use of Facilities Fees per Policy 7510	Steven Robinson
P.	Public Agency Compliance Officer (P.A.C.O.)	Steven Robinson
Q.	Qualified Purchasing Agent	Steven Robinson
R.	Attendance Officer	Donna Bolton
S.	Chemical Hygiene Officer	Casey Johnson
T.	AHERA Coordinator	Casey Johnson
U.	Asbestos Management Officer	Casey Johnson
V.	IAQ Coordinator	Casey Johnson
W.	.Integrated Pest Management Coordinator	Casey Johnson
X.	Right to Know Contact	Casey Johnson
Y.	Right to Know Officer	Casey Johnson

**XIII. Policies, Rules, and Agreements**

*Mr. Dillon asked about the Organizational chart for clarification on supervisory roles of various positions. Mr. Venes asked about the Hunterdon HCESC, to which Mr. Robinson responded.*

The following policies, rules, and agreements were approved by roll call vote: **#1-9**

Moved: Mr. Venes

Seconded: Mr. Hyman

RC: Dillon - yes      Goodwin - yes      Guidicipietro - yes      Hyman - yes  
Pupo - yes      Schiano - yes      Venes -yes

1. Move to approve textbook and eTextbook inventory for the 2022-2023 school year. (Attachment #2)
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 2022-2023 school year.
4. 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.
5. Motion to approve upon recommendation of the superintendent, the Organizational Chart for the Mountainside Board of Education (Attachment #3).

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6. 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, 2023.
7. Motion to approve upon recommendation of the superintendent, the following petty cash funds as outlined in Policy #6620 through December 31, 2023:

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

8. 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, 2023 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.

9. Motion to approve upon recommendation of the superintendent, Agreement of Participation and Coordinated Transportation Services through December 31, 2023 with:
  - Union County Educational Services Commission (UCESC)
  - Morris Union Jointure Commission (MUJC)
  - Hunterdon County Education Services Commission (HCESC)
  - Educational Services Commission of New Jersey

**XIV. Professional Services for 2022-2023**

*Board members asked about price comparisons on these items, to which Mr. Robinson responded he recommends doing so every 5 years.*

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

Moved: Mr. Hyman                      Seconded: Mrs. Pupo  
RC:    Dillon - yes      Goodwin - yes      Guidici Pietro - yes      Hyman - yes  
         Pupo - 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, PFK O'Connor Davies Accountants and Advisors

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4. Move to approve Architect of Record, Solutions Architecture.
5. Move to approve Treasurer, Paula Hatch.

**XV. Budget and Finance**

*The Board asked about item #1, to which Mrs. Walling responded.*

The following Budget and Finance items were approved by roll call vote: **#1-2**

Moved: Dr. Guidici Pietro      Seconded: Mr. Venes

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

1. Move to approve upon the recommendation of the Superintendent, the addendum to the list of Independent Contractors/Physicians/Agencies for the 22-23 school year, as needed. (Attachment #4)
2. Move to approve in accordance with MBOE policy 6471, School District Travel, and upon the recommendation of the Superintendent, the travel, professional development requests, and related expenses itemized in (Attachment #4A). 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. All reimbursements shall be made in accordance with state guidelines 18A:11-12.

This amends the professional development previously approved on November 15, 2022 due to the cancellation of workshops.

**XVI. Personnel**

The following Personnel items were approved by roll call vote: **#1-4**

Moved: Mrs. Schiano      Seconded: Dr. Guidici Pietro

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

1. Move to approve upon the recommendation of the Superintendent, to appoint **Gerard Carfagno**, to the position of custodian, Step 2, at the annual salary of \$39,773, prorated from January 9, 2023 to June 30, 2023, pending paperwork and successful criminal background check. (Attachment #5)
2. Move to approve upon recommendation of the superintendent, to appoint **Shea Cody** to the position of Special Education Teacher, at an annual salary of \$58,451, Step 2 MA, prorated, for the 2022-2023 school year, anticipated start date of approximately February 6, 2023 or sooner, pending paperwork and successful criminal background check. (Attachment #6)
3. Move to approve upon the recommendation of the Superintendent, the extended appointment of **Sarah Freer** to the position of Elementary Education Teacher

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(Leave Replacement for Tafaro), at a salary of \$57,949, MA Step 1, prorated from 1/24/23-6/30/23.

4. Move to approve upon the recommendation of the Superintendent, to extend the medical leave of absence for **Employee #90184532**, from December 24, 2022 through January 16, 2023.

**XVII. Public Participation - none**

**XVIII. Adjournment**

A motion was made by Mr. Venes at 7:46 p.m., seconded by Dr. Guidici Pietro to adjourn. The motion was passed by a unanimous voice vote.

Respectfully Submitted,

Mr. Steven Robinson  
Interim School Business Administrator/Board Secretary