

**Minutes Reorganization Meeting
January 2, 2024**

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, Mrs. Dana Sullivan, at 6:30 p.m.

II. Flag Salute

III. Mountainside Board of Education

On Tuesday, November 7, 2023, the Mountainside Board of Education held its annual school election. The results of the election are as follows:

3 Candidates for 2 Seats (3-year term) Number of Votes

Vivian Pupo	1,031
Dana Guidici Pietro	1,042
Hector J. Meneses, Jr.	570

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

Name	Address	Term Expires
Mr. Bill Dillon	344 Edgewood Court	2025
Mr. Michael Goodwin	1253 Deerfield Court	2025
Dr. Dana Guidici Pietro	1650 Nottingham Way	2026
Mr. Jordan Hyman	370 Central Avenue	2024
Mrs. Vivian Pupo	328 Darby Lane	2026
Mrs. Candice Schiano	235 Summit Road	2024
Mr. Carmine Venes	1418 Orchard Road	2025

IV. Install Members Elected to School Board

Mrs. Sullivan administers the oaths of office and sits newly 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 Guidici Pietro
Mr. Jordan Hyman
Mrs. Vivian Pupo
Mrs. Candice Schiano
Mr. Carmine Venes

Also present were Mrs. Janet Walling, Superintendent, and Mrs. Dana Sullivan, Interim School Business Administrator/Board Secretary.

VI. Election of Officers

A. President

Call for nominations:

Mrs. Pupo was nominated by Dr. Guidici Pietro and seconded by Mrs. Schiano

Close nominations:

Moved: Dr. Guidici Pietro Seconded: Mr. Venes

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

Based upon the results of the 7-0 roll call vote, Mrs. Pupo was re-elected to the Presidency for 2024.

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

C. Vice President

Call for nominations:

Dr. Guidici Pietro was nominated by Mrs. Schiano and seconded by Mr. Hyman.

Close nominations:

Moved: Mrs. Schiano Seconded: Mr. Goodwin

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

Based on the results of the 7-0 roll call vote, Dr. Guidici Pietro was re-elected to the Vice-Presidency for 2024.

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VII. Superintendent's Report

Mrs. Walling congratulated our re-elected Board members. 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 and the School Ethics Act was reviewed by the board and members signed an acknowledgement of their responsibilities. Paricia Reese, from NJSBA, will be attending the March meeting to provide further ethics training for the board and public.

IX. Motion to Designate the Following

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

Moved: Mr. Hyman Seconded: Dr. Guidici Pietro

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

1. Motion to approve the Annual Schedule of Meetings for 2024 (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, the appointment of Dana Sullivan as Qualified Purchasing Agent for the period January 1, 2024 – June 30, 2024, 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.

X. Approval of the Following Appointments

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

Moved: Dr. Guidici Pietro Seconded: Mr. Goodwin

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

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|----|--|---------------------------|
| 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	Dana Sullivan
K.	Official for Investments and Wires	Dana Sullivan
L.	Designates Tax Shelter Annuity Companies	Dana Sullivan
M.	Approves Chart of Accounts	Dana Sullivan
N.	Authorizes the Use of State Contracts	Dana Sullivan
O.	Approves Use of Facilities Fees per Policy 7510	Dana Sullivan
P.	Public Agency Compliance Officer (P.A.C.O.)	Dana Sullivan
Q.	Qualified Purchasing Agent	Dana Sullivan
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

XI. Policies, Rules, and Agreements

The following motions were approved by roll call vote: **#1-11**

Moved: Mr. Hyman Seconded: Mrs. Schiano

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

1. Move to approve textbook and eTextbook inventory for the 2023-2024 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 approve updated district-wide job descriptions. (Attachment #3)
4. 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 2023-2024 school year.
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 #4).

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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, 2024.
8. Motion to approve upon recommendation of the superintendent, the following petty cash funds as outlined in Policy #6620 through December 31, 2024:

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, 2024 through December 31, 2024:

- 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, 2024 to include:

- Educational Services Commission of NJ (ESC NJ)
- 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, 2024 with:
 - Union County Educational Services Commission (UCESC)
 - Morris Union Jointure Commission (MUJC)
 - Hunterdon County Education Services Commission (HCESC)
 - Educational Services Commission of New Jersey

XII. Professional Services for 2023-2024

Some board members asked about who we use, to which Mrs. Walling and Mrs. Sullivan responded.

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

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Moved: Mr. Venes Seconded: Mr. Goodwin
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, Nisivoccia
4. Move to approve Architect of Record, Solutions Architecture.
5. Move to approve Treasurer, Paula Hatch.

XIII. Approval of the Following Board Representatives

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

Moved: Mr. Hyman Seconded: Dr. Guidici Pietro
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 - Mrs. Pupo
- I. Senior Citizen Liaison - Mr. Venes

XIV. 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 / Health and Wellness
- C. Personnel/Negotiations
- D. Strategic Planning
- E. Berkeley Heights

The following appointments were approved by roll call vote:

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

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Committee:	Representatives:
Budget/Finance & Buildings/Grounds:	Mr. Dillon – <i>Chair</i> Mr. Goodwin Mr. Venes
Curriculum/Health & Wellness:	Mrs. Schiano – <i>Chair</i> Dr. Guidici Pietro Mrs. Pupo
Personnel/Negotiations:	Mr. Venes – <i>Chair</i> Mr. Dillon Mrs. Schiano
Strategic Planning:	Mr. Hyman – <i>Chair</i> Mr. Goodwin Dr. Guidici Pietro
Berkeley Heights:	Mrs. Pupo – <i>Chair</i> Mr. Dillon Mr. Goodwin Dr. Guidici Pietro (<i>alternate</i>)

XV. Public Participation - none

XVI. Adjournment

A motion was made by Dr. Guidici Pietro at 7:15 p.m., seconded by Mr. Venes to adjourn.
The motion was passed by a unanimous voice vote.

Respectfully Submitted,

Mrs. Dana Sullivan
Interim School Business Administrator/Board Secretary