

**Minutes of the Reorganization Meeting  
January 3, 2017**

# 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 School Business Administrator, Mr. Eric Larson, at 7:30 p.m. in the Deerfield School Media Center, 302 Central Avenue, Mountainside, New Jersey.

**II. Flag Salute**

**III. Mountainside Board of Education**

On Tuesday, November 3, 2015, the Mountainside Board of Education held its annual school election. The results of the election are as follows:

<b>3 Candidates for 3 Seats (3-year term)</b>	<b>Number of Votes</b>
Christopher Minks	1388
James Ruban, Jr.	1535
Carmine Venes	1371

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

		<b>Term Expires</b>
Mr. Dante Gioia	1113 Sylvan Lane	2017
Mrs. Cathy Jakositz	1470 Woodacres Drive	2017
Mr. Christopher Minks	311 Tanager Way	2019
Mrs. Kate Motz	5 Little Court	2018
Mrs. Jeane Parker	370 Rolling Rock Road	2018
Mr. James Ruban, Jr.	457 Bayberry Lane	2019
Mr. Carmine Venes	1418 Orchard Road	2019

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

Mr. Larson administered the oaths of office and sat the newly elected members.

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**V. Roll Call**

At roll call, the following members were present:

Mr. Dante Gioia  
Mrs. Cathy Jakositz  
Mr. Christopher Minks  
Mrs. Kate Motz  
Mrs. Jeane Parker  
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.

**VI. Appoint Temporary Chairperson**

Move to approve Board Secretary, Eric Larson, as Temporary Chairman of this meeting for the purpose of conducting the election of School Board President.

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

**VII. Election of Officers**

A. President

Call for nominations:

Mr. Ruban was nominated by Mrs. Motz.

Close nominations:

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

Based upon the results of the 7-0 roll call vote, Mr. Ruban was re-elected to the Presidency for 2017.

B. Newly elected President Assumes Chair

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C. Vice President

Call for nominations:

Mr. Minks was nominated by Mrs. Motz.

Close nominations:

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

Based on the results of the 7-0 roll call vote, Mr. Minks was elected to the Vice Presidency for 2017.

**VIII. Motion to Designate the Following**

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

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

1. Motion to approve the Annual Schedule of Meetings for 2017 (Attachment A).
2. Motion to approve “The Westfield Leader” as the official newspaper of the Mountainside Board of Education and that “The Star Ledger,” “The Union County Local Source,” “Suburban News,” and “Courier News” 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 and Investors Bank.

**IX. Approval of the Following Appointments**

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

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

- |   |                   |
|---|-------------------|
| A. Chemical Hygiene Officer                 | Wayne DeVico      |
| B. Substance Awareness Coordinator          | Heather Goldstein |
| C. Custodian of Records                     | Eric Larson       |
| D. Homeless Liaison                         | Nancy Lubarsky    |
| E. Official for Investments and Wires       | Eric Larson       |
| F. Designates Tax Shelter Annuity Companies | Eric Larson       |
| G. Approves Chart of Accounts               | Eric Larson       |

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H. Authorizes the Use of State Contracts	Eric Larson
I. Approves Use of Facilities Schedule of Fees per Policy 7510	Eric Larson
J. Public Agency Compliance Officer (P.A.C.O.)	Eric Larson
K. Approves Collection and Maintenance of Pupil Records	Kim Richards/Joy Blom
L. Affirmative Action Officer Beechwood School	Joy Blom
M. Affirmative Action Officer Deerfield School	Joy Blom
N. Gender Equity Officer	Christina Orozco
O. 504 Officer (ADA)	Christina Orozco
P. Attendance Officer	Janet Fullowan
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

**X. Policies, Rules, and Agreements**

The following policies, rules, and agreements were approved by roll call vote: **#1-3**

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

1. Move to approve the curriculum and textbooks approved by the prior Board (Attachment B).
2. Move to adopt Roberts 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 2016-2017 school year.
3. Move to adopt Code of Ethics for School Board Members 18A:12-24.1 (Attachment C).

**XI. Professional Services for 2016-2017**

The following professional services for 2016-2017 were approved by roll call vote: **#1-5**

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

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**XII. Policies, Rules, and Agreements**

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

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

1. 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.

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

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

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

- A. Union County Educational Services Commission Board – Mrs. Jakositz
- B. Berkeley Heights Board of Education – Mrs. Parker
- C. NJ School Boards Association Delegate – Mr. Gioia
- D. NJ School Boards Association Alternate – Mr. Venes
- E. County School Boards Association Delegate – Mr. Venes
- F. Mountainside Borough Council and Legislative Liaison – Mr. Minks
- G. Mountainside PTA Representative – Mrs. Jakositz
- H. Mountainside Public Library Liaison – Mrs. Motz
- I. Senior Citizen Liaison – Mr. Minks

**XIV. Additional Appointments**

The following appointments were approved by roll call vote:

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

Present Standing Committees:

Budget and Finance/Buildings and Grounds  
Curriculum  
Grants/Alternate Funding  
Personnel  
Community Outreach  
Strategic Planning

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

Budget and Finance/Building and Grounds

Mr. Gioia – Chair  
Mrs. Jakositz  
Mr. Ruban

Curriculum

Mrs. Jakositz – Chair  
Mrs. Motz

Grants/Alternate Funding

Mr. Minks – Chair  
Mr. Gioia  
Mrs. Motz

Personnel/Negotiations

Mr. Minks – Chair  
Mr. Gioia  
Mr. Venes

Community Outreach

Mr. Venes – Chair  
Mr. Ruban  
Mrs. Parker

Strategic Planning

Mrs. Parker – Chair  
Mrs. Motz  
Mrs. Jakositz

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

Dr. Lubarsky gave a presentation on the chain of command and board responsibilities.

On January 9<sup>th</sup>, Berkeley Heights is having a panel present a college admissions process information session.

**XVI. Public Participation - None**

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

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

**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 8:10 p.m. to discuss the above mentioned matter to the exclusion of all others. Mr. Ruban stated that no action will be taken and they will not return to public session.

Respectfully Submitted,

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