

**Minutes of the Regular Meeting  
April 25, 2017**

# 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 7:09 p.m. in the Beechwood School 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  
Mrs. Kate Motz  
Mr. James Ruban, Jr.

Also present were Dr. Nancy Lubarsky, Chief School Administrator, and Mr. Eric Larson, School Business Administrator/Board Secretary.

Mr. Christopher Minks and Mrs. Jeane Parker arrived after roll call.

Mr. Carmine Venes was absent.

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

Moved: Gioia	Seconded: Motz		
RC) Gioia – Yes	Jakositz – Yes	Minks – Absent	
Motz – Yes	Parker – Absent	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 7:10 p.m. to discuss the above mentioned matter to the exclusion of all others. Matters discussed

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may or may not be made public this evening. If an action results, it will be taken following reentry into regular session.

The public meeting was reconvened at 8:40 p.m.

**IV. Flag Salute**

**V. Approval of Minutes**

Moved: Jakositz	Seconded: Motz	
RC) Gioia – Abstain 3/28/17	Jakositz – Yes	Minks – Yes
Yes 4/4/17		
Motz – Yes	Parker – Abstain 3/28/17	Ruban – Yes
	Yes 4/4/17	
Venes – Absent		

- ❖ Minutes of the Regular Meeting of March 28, 2017
- ❖ Minutes of the 1<sup>st</sup> Executive Session of March 28, 2017
- ❖ Minutes of the 2<sup>nd</sup> Executive Session of March 28, 2017
- ❖ Minutes of the Special Meeting of April 4, 2017
- ❖ Minutes of the Executive Session of April 4, 2017

**VI. Correspondence - None**

**VII. Public Participation - None**

**VIII. President’s Report - None**

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

Dr. Lubarsky gave an overview of the 2017-2018 final budget.

**X. Berkeley Heights Liaison Report**

Mrs. Parker reported:

- STEM presentations of Berkeley Heights programs were well received.
- Community inclusion program is a model program for special needs students, local businesses are well represented.
- 4/26 is safety presentation for parents for prom weekend.
- 4/27 is final budget presentation.

**XI. Administration**

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

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

1. Move to approve upon the recommendation of the Chief School Administrator, the Board of Education Policies and Procedures for Eligibility Under Part B of the IDEA Statement of Assurances for 2016-2017 (Attachment #2).

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2. Move to approve upon the recommendation of the Chief School Administrator, the Beechwood and Deerfield Schools March 2017 safety and security drill reports (Attachment #3).

**XII. Budget and Finance**

The following motions were approved by roll call vote: **Budget & Finance: #1-9**

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

1. **RESOLVED THAT**, the Board approve the list of budget transfers for the months of February and March 2017 (Attachment #4).
2. **RESOLVED THAT**, the Board approve the payment of the bill list dated April 1, 2017, through April 30, 2017 (Attachment #5).
3. **WHEREAS**, the Board has received the Financial Reports of the Treasurer of School Monies for the month of March 2017 and the Financial Reports of the Board Secretary for the month of March 2017; and

**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 March 2017:

**RESOLVED THAT**, the Board accepts the Treasurer Report for the month of March 2017 and the Financial Reports of the Board Secretary for March 2017 as submitted and certified (Attachment #6).

4. **WHEREAS**, the Mountainside Board of Education adopted a tentative budget on March 15, 2017 to be submitted to the Executive County Superintendent of Schools for approval, and

**WHEREAS**, the tentative budget was approved by the Executive County Superintendent of Schools on April 11, 2017; and

**WHEREAS**, the tentative budget was advertised in the legal section of the Westfield Leader on April 20, 2017; and

**WHEREAS**, the total amount of the budget for General Fund Expenses shall be \$17,274,366, of which \$15,718,396 shall be raised by tax levy; and

**WHEREAS**, the total amount of the budget for Special Revenue Fund Expense shall be \$142,332; and

**WHEREAS**, the total amount of the budget for Debt Service Expense shall be \$1,711,821 of which \$1,237,201 shall be raised by tax levy.

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**NOW THEREFORE, BE IT RESOLVED** that the Mountainside Board of Education hereby adopts the 2017-2018 School Year budget and,

**BE IT RESOLVED** that there should be raised for the General Funds tax levy \$15,718,396 for the ensuing School Year 2017-2018 and,

**BE IT RESOLVED** that there should be raised for Debt Service tax levy, \$1,237,201, for the ensuing School Year 2017-2018.

**WHEREAS**, the Mountainside Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Chief School Administrator and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per authorized staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1<sup>st</sup> through June 30<sup>th</sup>); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education out of district travel and reimbursement forms; and

**THEREFORE, BE IT RESOLVED**, that the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education out of district travel and reimbursement forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$20,000 for all staff and Board members.

5. **WHEREAS**, pursuant to N.J.A.C. 6A:23A-5.2, a board of education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3©14.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mountainside Board of Education hereby establishes the following maximums for the General Fund 2017 – 2018 year as follows:

- Architecture/Engineering      \$ 5,000
- Legal                                      \$ 45,000
- Audit                                        \$ 27,000
- Physician                                 \$ 2,250

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For a total amount of \$79,250.

**BE IT FURTHER RESOLVED**, that the School Business Administrator track and record these costs to insure that the maximum amount is not exceeded.

6. **RESOLVED**, that the Mountainside Board of Education set the annual fee for Subscription Bussing for FY 2017-2018 at \$450.00.
7. Move to approve upon the recommendation of the Chief School Administrator, Dr. Ronald M. Frank, MD FAAFP, to provide School Physician Services, in the amount \$2,250 (no increase), for the 2017-2018 school year (Attachment #7).
8. Move to approve upon the recommendation of the Chief School Administrator, special education placements and services as per (Attachment #8).
9. Move to approve in accordance with MBOE policy 6471, School District Travel, and upon the recommendation of the Chief School Administrator, the travel and related expenses itemized in (Attachment #9). 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.

**XIII. Personnel**

The following motions were approved by roll call vote: **Personnel: #1-7**

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

1. Move to approve upon the recommendation of the Chief School Administrator, the certificated tenured personnel list for the 2017-2018 school year (Attachment #10).
2. Move to approve upon the recommendation of the Chief School Administrator, the certificated non-tenured personnel list for the 2017-2018 school year (Attachment #11).
3. Move to approve upon the recommendation of the Chief School Administrator, the non-certificated personnel list for the 2017-2018 school year (Attachment #12).
4. Move to approve upon the recommendation of the Chief School Administrator, the movement on the salary guide for Sonia Branco from step 8 BA to step 8 MA, effective September 1, 2017, for completion of degree, Master of Science in Nursing.
5. **RESOLVED**, that the Board approve the Chief School Administrator's recommendation to approve the Organizational Chart as per attached; and

**BE IT FURTHER RESOLVED**, that the Board approve the Chief School Administrator's recommendation to approve the following list of individuals for Reduction in Force, effective June 30, 2017, based on reasons of economy and change in the administrative and organization of the district, for the 2017-2018 school year:

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Christina Orozco  
Joy Blom

**BE IT FURTHER RESOLVED**, that the Board approves the Chief School Administrator’s recommendation to approve the abolishment of the following positions, effective June 30, 2017, for the 2017-2018 school year; and

Director of Curriculum and Instruction  
Supervisor of Special Education

**BE IT FURTHER RESOLVED**, that the Board authorizes the Superintendent of Schools to give notice to the list of employees of the abolishment of their positions consistent with the Reduction in Force, and to provide said employees with notice as are required by statute or regulation (Attachment #12A).

6. **WHEREAS**, the Mountainside Board of Education requires an Assistant Superintendent for Student Services and Instruction, as approved by the Union County Executive Superintendent of Schools to support the needs of the District,

**BE IT RESOLVED** that the Mountainside Board of Education approves the attached job description for Assistant Superintendent for Student Services and Instruction pursuant to Board Policy 1400 (Attachment 12B).

7. Move to approve upon the recommendation of the Chief School Administrator, the resignation of Gabriella Campana, School Social Worker, effective June 30, 2017 (Attachment 12C).

**XIV. Curriculum**

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

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

1. Move to approve upon the recommendation of the Chief School Administrator, the following field trips for the 2016-2017 school year:

Date	Destination	Grade	Teacher in Charge	Estimated Cost
5/4/17 – 5/5/17	Washington D.C.	8	Young	\$9,000 paid by BOE \$1,708 paid by PTA \$500 paid by Student Council \$1,100 paid by School Funding Acct. \$22,995 paid by Students
5/12/17	Columbia Middle School, Berkeley Heights, NJ STEM Competition	6,7,8	Barkin, Scholl	Cost of Trip: \$0

