

**Minutes of the Regular Meeting
June 27, 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. Christopher Minks, at 7:00 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
Mr. Christopher Minks
Mrs. Kate Motz
Mr. Carmine Venes

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

Mrs. Cathy Jakositz and Mrs. Jeane Parker arrived after roll call.

Mr. James Ruban, Jr. was absent.

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

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

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 7:06 p.m. to discuss the above mentioned matter to the exclusion of all others. Matters discussed

**Minutes of the Regular Meeting
June 27, 2017**

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 8:16 p.m.

IV. Flag Salute

V. Approval of Minutes

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

- ❖ Minutes of the Regular Meeting of May 23, 2017
- ❖ Minutes of the Executive Session of May 23, 2017

VI. Correspondence - None

VII. Public Participation - None

VIII. President’s Report - None

IX. Chief School Administrator’s Report

- Deerfield Principal, Mrs. Richards and three teachers, gave a presentation on the science curriculum
- PTA President, Mrs. Wu, gave a report on donations given to the district.
- Dr. Lubarsky gave a presentation on her merit goals.
- Mr. Larson gave a report on Chapter 47 Compliance

X. Berkeley Heights Liaison Report

Mrs. Parker reported that the GLHS graduation ceremony was a great success and congratulated the Class of 2017.

XI. Administration

The following motions were approved by roll call vote: **Administration: #1-8**

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

1. **BE IT RESOLVED**, that the Mountainside Board of Education has determined that two Quantitative and two Qualitative Merit Goals established in the employment contract for Nancy Lubarsky, Chief School Administrator, have been satisfied and were achieved during the 2016-2017 school year; and

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary shall forward a certified copy of this resolution to the Union County Interim Superintendent of Schools in accordance with N.J.A.C. 6A:23A-3.1(e)(10)(iv); and

**Minutes of the Regular Meeting
June 27, 2017**

BE IT FURTHER RESOLVED, that upon receipt of confirmation of satisfaction of the above goal from the Union County Interim Superintendent of Schools, the applicable Merit Bonus provisions of the Superintendent's contract shall be paid.

2. Move to accept the Chief School Administrator's recommendations an HIB incident dated June 9, 2017 and HIB incident dated June 12, 2017.
3. Move to approve upon the recommendation of the Chief School Administrator, the revised 2017-2018 Shared Services Subcontract Agreement for School Business Administration Services between the Mountainside Board of Education and the Garwood Board of Education which was approved by the Union County Superintendent (Attachment #2).
4. Move to approve upon the recommendation of the Chief School Administrator, the New Jersey Department of Education Waiver Application N.J.A.C. 6A:9-6.5c used primarily for emergent hiring (Attachment #3).
5. Move to approve upon the recommendation of the Chief School Administrator, the Security Drill Statement of Assurance (Attachment #4).
6. Move to approve upon the recommendation of the Chief School Administrator, the submission of a waiver to the Union County Executive Superintendent of Schools for preschool and kindergarten toilet rooms for the 2017-2018 school year (Attachment #5).
7. Move to approve upon the recommendation of the Chief School Administrator, the Beechwood and Deerfield Schools May and June 2017 safety and security drill reports (Attachment #6).
8. Move to approve upon the recommendation of the Chief School Administrator, the Beechwood and Deerfield Schools Bus Emergency Evacuation Drill Reports (Attachment #7).

XII. Budget and Finance

The following motions were approved by roll call vote: **Budget & Finance: #1-19 with the exception Motion #11 which was tabled.**

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

1. **RESOLVED THAT**, the Board approve the list of budget transfers for the month of May 2017 (Attachment #8).
2. **RESOLVED THAT**, the Board approve the payment of the bill list dated June 1, 2017, through June 30, 2017 (Attachment #9).
3. **WHEREAS**, the Board has received the Financial Reports of the Treasurer of School Monies for the month of May 2017 and the Financial Reports of the Board Secretary for the month of May 2017; and

**Minutes of the Regular Meeting
June 27, 2017**

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 May 2017:

RESOLVED THAT, the Board accepts the Treasurer Report for the month of May 2017 and the Financial Reports of the Board Secretary for May 2017 as submitted and certified (Attachment #10).

4. **BE IT RESOLVED THAT**, the Mountainside Board of Education authorizes the Business Administrator to pay supplementary bill lists and payroll which shall become due on or before June 30, 2017 including all year-end payables and to proceed with all necessary adjustments and transfers to close the books for the 2016-2017 fiscal year, including the cancellation of any stale dated checks; and

BE IT FURTHER RESOLVED THAT, the Chief School Administrator and Business Administrator be authorized to complete any and all entries and actions for the opening of the 2017-2018 fiscal year, including but not limited to the issuance of purchase orders in compliance with the Public Contracts Law, complete line item adjustments and transfers, and other such actions as may be required by statute, code and Board Policy; and

BE IT FURTHER RESOLVED THAT, all of these actions shall be presented to the Board at its next meeting for final approval.

5. **WHEREAS**, the Mountainside Board of Education, hereafter referred to as “Educational Facility” is a member of the School Alliance Insurance Fund, hereinafter referred to as “Fund”; and

WHEREAS, said renewal membership terminates as of July 1, 2017 at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverages at an annual cost of \$110,623:

- Workers’ Compensation
- Package – Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- Excess Liability (AL/GL)
- School Leaders Professional Liability
- Excess Liability (SLPL)

WHEREAS, the Educational Facility desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows:

**Minutes of the Regular Meeting
June 27, 2017**

1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2017, and ending July 1, 2020 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.
2. The Educational Facility's Business Official, Eric Larson, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.
6. Move to approve upon the recommendation of the Chief School Administrator, the re-appointment of Paula Hatch, as Treasurer of Mountainside School District, for the 2017-2018 school year, at a 2.5% increase, for an annual fee of \$3,152.
7. **WHEREAS**, N.J.S.A.18A:21-2, N.J.S.A.18A:7G-31 and N.J.S.A.18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year-end; and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer, unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and

WHEREAS, the Mountainside Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into its Tuition and Capital Reserve accounts at year-end; and

WHEREAS, the Mountainside Board of Education has determined that any excess surplus above the combination of the allowable 2% of adjusted expenditures at the conclusion of the 2016-17 fiscal year, and any and all funds awarded by the New Jersey Department of Education for 2016-17 Extraordinary Aid and/or Non-Public Transportation Aid, is available for such transfer;

BE IT RESOLVED THAT, the Board authorize the Business Administrator to make this transfer of all funds in excess of the allowable 2% of adjusted expenditures at the conclusion of the 2016-17 fiscal year, and any and all funds awarded by the New Jersey Department of education for 2016-17 Extraordinary Aid and/or Non-Public Transportation Aid consistent with all applicable laws and regulations in the amount not to exceed \$457,000 to the Tuition Adjustment Reserve, \$100,000 to the Maintenance Reserve, and \$600,000 to the Capital Reserve.

8. Move to approve upon the recommendation of the Chief School Administrator, transfer from the capital reserve to Fund 30 for an amount not to exceed \$100,000 for any closeout costs associated with the referendum projects. The closeout costs, if any, would be within the original scope of the approved referendum.

**Minutes of the Regular Meeting
June 27, 2017**

9. Move to approve upon the recommendation of the Chief School Administrator, to award the contract for the District Wide Site Improvements to the lowest bidder, D & L Paving Contractors, Inc. for a base bid of \$691,622 and alternates 1, 2, 4, 5, & 7 for \$54,240 for a total award of \$745,862.
10. **BE IT RESOLVED THAT**, the Mountainside Board of Education grants approval for the Chief School Administrator to make application for and accept subsequent receipt of the IDEA Consolidated Grants for fiscal year 2018 as follows:

IDEA Preschool	\$7,526
IDEA Basic	\$139,471

11. Move to approve upon the recommendation of the Chief School Administrator, Greenwood Lawn Service for Lawn Care in the amount of \$15,694 effective July 1, 2017, through June 30, 2018 (Attachment #11).

Note: The above motion #11 was tabled.

12. Move to approve upon the recommendation of the Chief School Administrator, the 2017-2018 Right to Know Services and Asbestos Management Services from RAMM Environmental Services, Inc., not to exceed \$4,850 (Attachment #12).
13. Move to approve upon the recommendation of the Chief School Administrator, the Union County Educational Services Commission Special Education Tuition Contract for the 2017-2018 school year (Attachment #13).
14. Move to approve upon the recommendation of the Chief School Administrator, the Union County Vocational-Technical Schools Tuition Agreement Contract for the 2017-2018 school year (Attachment #14).
15. Move to approve upon the recommendation of the Chief School Administrator, to contract with CDK Systems, Inc. for accounting software services for \$9,660.00 for the 2017-2018 fiscal year (Attachment #15).
16. Move to approve upon the recommendation of the Chief School Administrator, to contract with Strauss Esmay Associates, LLP for Policy Alert and Support System (PASS) and annual district online maintenance fee in the amount of \$4,485.00 for the 2017-2018 fiscal year (Attachment #16).
17. Move to approve upon the recommendation of the Chief School Administrator, a parent transportation contract, pursuant to the requirements of N.J.S.A. 18A: 39.1 et seq. and N.J.A.C. 6A: 27-9.9, between the Mountainside Board of Education and the parent/legal guardians of student I.D. #9155768730 for the period July 5, 2017 to August 15, 2017, and September 8, 2017 through June 23, 2018, in the amount of \$2,200 (Attachment #17).
18. Move to approve upon the recommendation of the Chief School Administrator, the hiring of JAG Consulting, LLC for technology services effective July 1, 2017 to June 30, 2018 at a rate of \$32.00 per hour, not to exceed \$15,000 (Attachment #18).

**Minutes of the Regular Meeting
June 27, 2017**

19. Move to approve upon the recommendation of the Chief School Administrator, special education placements and services as per (Attachment #19).

XIII. Personnel

The following motions were approved by roll call vote: **Personnel: #1-21 with the exception of Motion #18 and Motion #19 which were tabled.**

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

1. Move to approve upon the recommendation of the Chief School Administrator, the 2017-2018 employment contract for Eric Larson, Business Administrator/Board Secretary, which was approved by the Union County Superintendent (Attachment #20).
2. Move to approve upon the recommendation of the Chief School Administrator, to increase the salaries of the non-affiliated personnel, effective July 1, 2017 to June 30, 2018 as per the attached list (Attachment #21).
3. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Kaitlin Elliott to the position of Basic Skills Instructor (AIM), at a salary of \$25,549 (40% of \$61,373), Step 6 MA, effective September 1, 2017 until June 30, 2018 (Attachment #22)
4. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Carla Clausen, to the position of School Occupational Therapist, at a salary of \$26,404 (40% of \$66,010), Step 9 MA, effective September 1, 2017 until June 30, 2018 (Attachment #23).
5. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Eileen Chapel, to the position of School Social Worker, at a salary of \$56,203, Step 1 MA, effective September 1, 2017 until June 30, 2018 (Attachment #24).
6. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Christina Orozco as Interim Administrator for 20 days of work during the summer at a rate of \$417 per day not to exceed \$8,340.
7. Move to approve upon the recommendation of the Chief School Administrator, the 2017-2018 School Year Stipend Positions, contingent upon student enrollment for those student activities subsidized in accordance with Board Policy 2436, Activity Participation Fee Program (Attachment #25).
8. Move to approve upon the recommendation of the Chief School Administrator, Rosemarie Sardina for 17 hours of homebound instruction at a rate of \$39.71 for a total amount of \$675.07
9. Move to approve upon the recommendation of the chief School Administrator, Jayne Hartnett for 2 hours of homebound instruction at a rate of \$39.71 for a total amount of \$79.42.

**Minutes of the Regular Meeting
June 27, 2017**

10. Move to approve upon the recommendation of the Chief School Administrator, the appointment of the following part time paraprofessionals for the 2017-2018 school year:

Arroyo, Lisa	\$23.47/hr.	Meagher, Susan	\$23.47/hr.
Carvajales, Rose	\$23.47/hr.	Montesano, Susan	\$23.47/hr.
Casolaro, Carmine-Ann	\$23.47/hr.	Peixoto, Amy	\$23.47/hr.
DeAnna, Maria	\$24.55/hr.	Schrul, Teresa	\$24.55/hr.
Debbie, Pat	\$24.55/hr.	Steitz, Brittney	\$22.36/hr.
Ellis, Nicole	\$22.36/hr.	Vendas, Sandra	\$22.36/hr.
Gerakaris, Susan	\$22.36/hr.	Wass, Valerie	\$23.47/hr.
Lawrence, Bridget	\$22.36/hr.	Wavra, Kelcie	\$22.36/hr.

11. Move to approve upon the recommendation of the Chief School Administrator, the appointment of the following staff members for the Beechwood School Summer Academic Camp that will be in session from July 11, 2017 – July 27, 2017 for 3 hours per day for 9 days:

Megan Petrillo	Elementary Teacher	\$39.71/hour
TBD	Elementary Teacher	\$39.71/hour
Sandra Vendas	Paraprofessional	\$22.36/hour

12. Move to approve upon the recommendation of the Chief School Administrator, the Extended School Year Staffing effective July 5, 2017, through August 1, 2017 for 3 hours per day for 16 days (Attachment #26):

Staff Member	Assignment	Rate
Lisa Bruno	Nurse	\$39.71/hour
Leila Morrelli	Speech and Language Specialist	\$39.71/hour
Emily Lelah	Special Education Teacher	\$39.71/hour
Diana Diaz	Special Education Teacher	\$39.71/hour

13. Move to approve upon the recommendation of the Chief School Administrator, the Child Study Team Staffing effective June 21, 2017 to August 31, 2017.

Staff Member	Assignment	Not to Exceed	Rate
Eileen Chapel	School Social Worker (attend meetings, conduct/prepare evaluations)	5 days	\$225.00 per diem, \$39.71 per hour for additional time if needed
Leila Morrelli	Speech and Language Specialist (attend meetings, conduct/prepare evaluations)	5 days	\$225.00 per diem, \$39.71 per hour for additional time if needed
Amanda Somers- Guerrasio	School Psychologist (attend meetings, conduct/prepare evaluations)	5 days	\$225.00 per diem, \$39.71 per hour for additional time if needed

**Minutes of the Regular Meeting
June 27, 2017**

Caitlin McGarrity	Special Education Teacher (attend meetings, conduct/prepare evaluations)	5 hours	\$39.71 per hour
TBD	Regular Education Teacher (attend meetings, conduct/prepare evaluations)	5 hours	\$39.71 per hour

14. Move to approve upon the recommendation of the Chief School Administrator, the following staff members for summer employment:

Staff Member	Assignment	Hours	Rate	Total
Laurie Wilson	Summer related data duties as needed	Not to exceed 40 hours	\$39.71 per hour	\$1,588.40
Heather Goldstein	Summer related duties	Not to exceed 70 hours	\$39.71 per hour	\$2,779.70

15. Move to approve upon the recommendation of the Chief School Administrator, the request for tuition reimbursement from Kim Hain, Special Education Teacher, for classes taken at Kean University for the Spring 2017 session for three (3) graduate credits in the amount of \$1,920.00 (Attachment #27).
16. Move to approve upon the recommendation of the Chief School Administrator, the request for tuition reimbursement from Adrienne Ridley, 6th Grade LAL Teacher, for classes taken at Liberty University for the Spring 2017 session for three (3) graduate credits in the amount of \$1,845.00 (Attachment #28).
17. Move to approve upon the recommendation of the Chief School Administrator, the notification to take classes from Suzanne Jenks, 3rd Grade Teacher, for classes to be taken at College of Saint Elizabeth for the Fall 2017 session for six (6) credits in the amount of \$3,900.00 (Attachment #29).
18. Move to approve upon the recommendation of the Chief School Administrator, the Amendment to the Employment Contract for Nancy Lubarsky, Ed.D., Chief School Administrator, which was approved by the Union County Superintendent (Attachment #29A).

Note: The above motion #18 was tabled.

19. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Christina Orozco to the position of Assistant Superintendent for Student Services and Instruction, at a salary of \$105,000 per year, pro-rated, effective September 1, 2017 until June 30, 2018, pending approval by the Union County Superintendent (Attachment #29B).

Note: The above motion #19 was tabled.

**Minutes of the Regular Meeting
June 27, 2017**

XVII. New Business

Beechwood Playground - Dr. Lubarsky reported that we are applying for a matching grant through the Union County Kids Recreation Trust. She said that we received donations from Watts, PTA, and MEF to make up our portion of the matching money.

XVIII. Committee Reports

Mr. Minks, Senior Citizen Liaison, will explore the possibility of informational sessions for senior citizens.

Building and Grounds Committee – Mr. Gioia reported that they voted on the last major project. He said that all projects have been on budget and the Building & Grounds Committee is very pleased with the results.

XIX. Public Participation – None

XX. Executive Session – Resolution (Attachment #31)

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

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:

2. 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 10:12 p.m. to discuss the above mentioned matter to the exclusion of all others. Matters discussed 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 11:47 p.m.

**Minutes of the Regular Meeting
June 27, 2017**

XXI. Personnel

The following motion was approved by roll call vote: **Personnel: #19**

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

19. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Christina Orozco to the position of Assistant Superintendent for Student Services and Instruction, at a salary of \$105,000 per year, pro-rated, effective September 1, 2017 until June 30, 2018, pending approval by the Union County Superintendent (Attachment #29B).

XXII. Executive Session – Resolution (Attachment #32)

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

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:

3. 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 11:50 p.m. to discuss the above mentioned matter to the exclusion of all others.

No action was taken. The Board did not return to Public Session.

Respectfully Submitted,

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