

**Minutes of the Regular Meeting  
October 23, 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 7:08 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  
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.

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

Moved: Venes	Seconded: Gioia		
RC) Gioia – Yes	Jakositz – Yes	Minks – Yes	
Motz – Yes	Parker – Yes	Ruban – Yes	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 7:10 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.

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The public meeting was reconvened at 8:10 p.m.

**IV. Flag Salute**

**V. Approval of Minutes**

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

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- ❖ Minutes of the Executive Session of September 26, 2017

**VI. Correspondence - None**

**VII. Public Participation - None**

**VIII. President’s Report - None**

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

Dr. Lubarsky reminded parents about Family Math Night on October 25, 2017. She also gave a presentation on the PARCC Results.

Community members were given the opportunity to provide feedback.

**X. Berkeley Heights Liaison Report**

Mrs. Parker reported on the following items:

- She will discuss Berkeley Heights PARCC results at next Board Meeting
- 2<sup>nd</sup> annual college fair was a great success.

**XI. Administration**

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

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

1. Move to approve upon the recommendation of the Chief School Administrator, the 2017-2018 Nursing Services Plan. (Attachment #2).
2. Move to approve upon the recommendation of the Chief School Administrator, the 2017-2018 Emergency Management Plan (Attachment #3).
3. Move to approve upon the recommendation of the Chief School Administrator, the 2017-2018 District Professional Development Plan Statement of Assurance (Attachment #4)
4. Move to approve upon the recommendation of the Chief School Administrator, the 2017-2018 District Mentoring Plan Statement of Assurance (Attachment #5)

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5. Move to approve upon the recommendation of the Chief School Administrator, the school year 2017-2018 Comprehensive Equity Plan Annual Statement of Assurance (Attachment #6).
6. Move to approve upon the recommendation of the Chief School Administrator, the English Language Service Three-Year Program Plan School Years 2017-2020 (Attachment #7).
7. Move to approve upon the recommendation of the Chief School Administrator, the Beechwood and Deerfield Schools September 2017 safety and security drill reports (Attachment #8).
8. BE IT RESOLVED, that the Mountainside Board of Education has approved three Quantitative and two Qualitative Merit Goals established in the employment contract for Nancy Lubarsky, Ed.D., Chief School Administrator, for the 2017-2018 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 Superintendent of Schools in accordance with N.J.A.C. 6A:23A-3.1 (e)(10)(iv).

**XII. Budget and Finance**

The following motions were approved by roll call vote: **Budget & Finance: #1-8**

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

1. **RESOLVED THAT**, the Board approve the list of budget transfers for the month of September 2017 (Attachment #9).
2. **RESOLVED THAT**, the Board approve the payment of the bill list dated October 1, 2017, through October 31, 2017 (Attachment #10).
3. **WHEREAS**, the Board has received the preliminary Financial Reports of the Treasurer of School Monies for the month of September 2017 and the preliminary Financial Reports of the Board Secretary for the month of September 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 September 2017:

**RESOLVED THAT**, the Board accepts the Treasurer Report for the months of September 2017 and the Financial Reports of the Board Secretary for September 2017 as submitted and certified (Attachment #11).

4. **WHEREAS**, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant

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change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

**WHEREAS**, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a “Cost Reimbursement Basis” to a “Fixed Price Basis” for contract awards, and

**WHEREAS**, the Mountainside Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children, and

**WHEREAS**, the Mountainside Board of Education credits the current “Cost Reimbursement” procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

**WHEREAS**, the Mountainside Board of Education declares that the “Fixed Price” procurement system would dramatically reduce the school district’s ability to change or alter its food service operations without the need to rebid for food service management services, and

**WHEREAS**, the Mountainside Board of Education further declares that the “Fixed Price” procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program, and

**WHEREAS**, the Mountainside Board of Education further declares that the “Fixed Price” procurement method may limit the number of competitive proposals received by boards of education, and

**WHEREAS**, the Mountainside Board of Education rejects the Department of Agriculture’s underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

**WHEREAS**, the Mountainside Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either “Cost Reimbursement” or “Fixed Price” as the basis for contract awards.

**NOW THEREFORE BE IT RESOLVED**, that the Mountainside Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement procurement model; or in the alternative , a “Fixed Price” procurement method, and

**BE IT FURTHER RESOLVED**, that copies of this resolution shall be forward to:

New Jersey Association of School Business Officials  
New Jersey Secretary of Agriculture (369 S Warren St, Trenton, NJ 08608)  
Local Legislators

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NJ School Boards, NJ School Superintendents, NJ Principals and Supervisors, NJ PTA

5. Move to approve upon the recommendation of the Chief School Administrator, the annual Comprehensive Maintenance Plan (Attachment #12).
6. Move to approve upon the recommendation of the Chief School Administrator, the attached list of Independent Contractors/Agencies for regular and classified students if needed during the 2017-2018 school year (Attachment #13).
7. Move to approve upon the recommendation of the Chief School Administrator, special education placements and services as per (Attachment #14).
8. 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 #15). 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: #1-9**

Moved: Jakositz

Seconded: Motz

RC) Gioia – Yes to motions #2-9 and No to motion #1

Jakositz – Yes

Minks – Yes

Motz – Yes

Parker – Yes

Ruban – Yes

Venes – Yes

1. Move to approve the employment contract for Dr. Nancy Lubarsky, Chief School Administrator, for the period July 1, 2017 through June 30, 2020, as approved by the Executive County Superintendent (Attachment #16).
2. Move to approve upon the recommendation of the Chief School Administrator, Maternity Disability Leave for Jessica Botkin, 4<sup>th</sup> Grade Teacher, effective January 2, 2018, until February 21, 2018. She will be permitted to utilize any accumulated sick days. It is also recommended that Mrs. Botkin be granted an unpaid Family Leave from February 22, 2018 until May 24, 2018 in accordance with FMLA and NJFMLA. Mrs. Botkin anticipates returning to work on May 25, 2018 (Attachment #17).
3. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Daniel Wilkenfeld, Physical Education Teacher, to the stipend position of Recreation Activities Club Advisor, for the 2017-2018 school year, at a rate of \$32.19 per session, not to exceed 30 sessions.
4. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Kristin Trentham, PEAK Teacher, to the stipend position of Recreation Activities Club Assistant, for the 2017-2018 school year, at a rate of \$32.19 per session, not to exceed 10 sessions.
5. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Stephanie Ianniello, Kindergarten Teacher, to the stipend position of

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Recreation Activities Club Assistant, for the 2017-2018 school year, at a rate of \$32.19 per session, not to exceed 10 sessions.

6. Move to approve upon the recommendation of the Chief School Administrator, the appointment of Paige Primmer, PreK Special Education Teacher, to the stipend position of Recreation Activities Club Assistant, for the 2017-2018 school year, at a rate of \$32.19 per session, not to exceed 10 sessions.
7. Move to approve upon the recommendation of the Chief School Administrator, the appointment of the following staff members to the stipend position of TEP teacher, at a rate of \$32.19 per hour:

Jayne Hartnett
Holly Loffredo
April Starling
Sarah Onore
Elena Bentey
Morgan Felt

8. Move to approve upon the recommendation of the Chief School Administrator, the request for tuition reimbursement from Adrienne Ridley, 6<sup>th</sup> Grade LAL Teacher, for classes taken at Liberty University for the Summer 2017 session for three graduate credits in the amount of \$1,845 (Attachment #18).
9. Move to approve upon the recommendation of the Chief School Administrator, the addition of Jessica Leonardis to the 2017-2018 Substitute Teacher List (Attachment #19).

**XIV. Curriculum**

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

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

1. Move to approve upon the recommendation of the Chief School Administrator, the following field trips for the 2017-2018 school year:

Date	Destination	Grade	Teacher in Charge	Estimated Cost
10/17/2017	Deerfield School for Teddy Bear Making	Kindergarten	Mrs. Jannik	Bussing: \$237.71 Paid by BOE
10/20/2017	Deerfield School for Teddy Bear Making	Kindergarten	Ms. Ianniello	Bussing: \$237.71 Paid by BOE
11/4/17	Robotics Competition Columbia Middle School, Berkeley Heights	6-8 Robotics Students	Ms. Barkin	No cost
11/17/17	Wendy's	3-8 Magazine Drive Winners Recognition	Ms. McGarrity	Transportation: \$255.00 Paid by Metroplus and Student Council

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11/18/27	Robotics Competition Bridgewater Raritan Middle School	6-8 Robotics Students	Ms. Barkin	Cost of Trip: \$75.00 paid by students
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**XV. Policy**

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

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

1. Move to approve upon the recommendation of the Chief School Administrator, the following policies for second reading and adoption:

1240	Evaluation of Chief School Administrator	Revised Mandated
3221	Evaluation of Teachers	Revised Mandated
3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators	Revised Mandated
3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals	Revised Mandated
3224	Evaluation of Principals, Vice Principals, and Assistant Principals	Revised Mandated

2. Move to approve upon the recommendation of the Chief School Administrator, the following policies for first reading:

2700	Services to Nonpublic School Students	Revised Mandatory
3126	District Mentoring Program	Revised Recommended

**XVI. Old Business**

Mr. Ruban mentioned that the Board is looking into alternate snow plowing services other than the town's service to better address the district's needs.

Mr. Minks discussed the funding of the playground equipment and stated that the district hopes the town grant will be sufficient to complete the project.

**XVII. New Business**

Mr. Minks discussed the use of district facilities and enforcement and administration of Policy 7510, especially the insurance provisions components.

**XVIII. Committee Reports - None**

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**XIX. Public Participation**

**XX. Adjournment**

A motion was made by Mr. Minks at 9:34 p.m., seconded by Mrs. Jakositz to adjourn. The motion was passed by a unanimous voice vote.

Respectfully Submitted,

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